

Dear Friends,

Here are the new Commuting Logs Submittal Guidelines.

In an effort to process your bimonthly commuting financial subsidies (American Express gift cards) in a timely manner, it is necessary to establish some guidelines as to when commuting logs are to be submitted and accepted:

1. Please look at the highlighted submitting dates on your commuting log and mark your calendar with those dates.
2. There will be a three workday grace period for you to submit your commuting log.
3. By not submitting your commuting log at the end of the three day grace period, you are giving up your share of the funds for that period.
4. Most employees submit their commuting logs in a timely manner. It is unfair to make them wait for those who make late submittals of their commuting logs.
5. There will be one email reminder 3 days prior to each submittal date. It is important that I have your correct email address to make this work for you.

Thank you for your participation and please call me with any questions or suggestions you may have.

Cristina.
Howard Hughes Center

Phone: 310-642-0066 direct
Fax: 310-410-9070
Cristina_corrallles@equityoffice.com

HHC Carpool Log Building 6100

2011

Employee Transportation Center	Carpool names		
Coordinator: Cristina Corrales	Company name		
6080 Center Drive, Suite 200	Suite #s:		
Ph. 310-642-0066 Fax 310-410-9070	Phone #s:		
Please submit via fax or this email address:	Daily Hours:		Parking Keycard #s
	Captain's mail		

cristina_corrales@equityoffice.com

A valid carpool means two or more HHC employees share the ride with the car parked at the center. Drop-offs do not count.

To be eligible for the carpool subsidy, commuting employees must:

- 1) Commute to Howard Hughes Center on weekdays [weekends do not count]
- 2) Arrive at HHC between 6AM and 10AM, and leave HHC between 4PM and 7PM. [other weekday commute hours do not count]
Those who participate 1 to 9 days per month will receive \$2.00 for each day
Those who participate 10 days or more per month will share equally in the remainder of each the monthly allotment of \$5K
- 3) Subsidies are paid every other month

*****PARKING KEYCARDS ARE RANDOMLY AUDITED*****

Submit only one form per carpool team every two months (six submittals per year) via email

Participation Month	Working days for each month:	# of participated days for each person?	Signatures			Submittal Dates↓
January	21 Days					2/25/2011
February	19 Days					
March	23 Days					4/29/2011
April	21 Days					
May	21 Days					6/30/2011
June	22 Days					
July	19 Days					8/31/2011
August	23 Days					
September	21 Days					10/28/2011
October	21 Days					
November	19 Days					12/14/2011
December	19 Days				Estimate Dec.	

Use one log sheet per year Please fax or email the same log every two months after adding new info in the next two month block

Mark your calendars with the six submission dates listed at the right. There is a 3 day grace period. There after, no commuting logs will be accepted



HHC Alternate Commute Log 6100 Building

2011

Name:				Employee Transportation Center
Commute Mode	<i>Circle One:</i> Public Transit Biking Walking Telecommuting			Contact: Cristina Corrales
Company:				6080 Center Drive, Suite 200
Suite #:		Phone #:		Ph. 310-642-0066 Fax 310-410-9070
Daily Hours:			Parking Keycard #	Please submit via this email address:
Email:				cristina_corrales@equity.office.com

To be eligible for the alternate commute mode subsidy, commuting employees must:

- 1) Commute to Howard Hughes Center on weekdays (weekends do not count)
- 2) Arrive at HHC between 6AM and 10AM, and leave HHC between 4PM and 7PM (other weekday commute hours do not count.)
 Those who participate in alternative commuting modes 1 to 9 days per month will receive \$2.00 for each day.
 Those who participate 10 days or more per month will share equally in the remainder of each monthly allotment of \$5,000
- 3) Subsidies are paid every other month. ***Keycards are audited randomly***

Submit your completed log every two months (six submittals per year)

Participation Month	Working days for each month:	How many days did you participate?	Signature	Submittal Dates ↓
January	21 Days			2/25/2011
February	19 Days			
March	23 Days			4/29/2011
April	21 Days			
May	21 Days			6/30/2011
June	22 Days			
July	19 Days			8/31/2011
August	23 Days			
September	19 Days			10/28/2011
October	21 Days			
November	19 Days			12/14/2011
December	19 Days		Estimate December	

Use one log sheet per year. Please fax or email the same log every two months after adding new info in the next two month block

Mark your calendars with the six submission dates listed at the right. There is a 3 day grace period. Thereafter, no logs will be processed

