

HHC Alternate Commute Log 6100 Building

2013

First Name:				Last Name:						
Commute Mode	<i>Circle One:</i> Biking Walking Telecommuting			HHC Employee Transportation Center Contact: Cristina Corrales 6080 Center Drive, Suite 200 310-642-0066 Please FAX your submittal to 310-410-9070 cristina_corrales@equityoffice.com						
Company:										
Suite #:		Phone #:								
Daily Hours:	a.m.							p.m.		
Email:										
Departing intersection:										
One way miles:					City:					
Parking Keycard #?..:										


To be eligible for the alternate commute mode subsidy, 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 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 receive between \$20 and \$30 each month, paid every other month

Submit your completed log every two months and fax it at (310) 410-9070, no cover letter

Participation Month	Working days for each month:	How many days did you participate?	Signature or initials	Submittal Dates ↓
January	21 Days			2/28/2013
February	20 Days			
March	23 Days			4/30/2013
April	22 Days			
May	21 Days			6/28/2013
June	22 Days			
July	19 Days			8/30/2013
August	22 Days			
September	21 Days			10/31/2013
October	23 Days			
November	19 Days			12/13/2013
December	18 Days		Estimate December's Participation	

Please use one log sheet for an entire year; fax it every two months, after entering info for the most recent two-month period.

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. 

To find a carpool partner go to our exclusive rideshare database link: <http://hmc.mycarpool.net> and receive a \$5 Starbucks gift card