

MEMORANDUM

TO: Deans, Directors, and Department Chairs

University Business Managers

FROM: Chief Derek K. Poarch

Director of Public Safety

DATE: March 27, 2006

SUBJECT: Increase to Departmental Transit Fee

As recommended by the Advisory Committee on Transportation ("ACT") and approved by the Vice Chancellor's Committee on March 21, 2006, the departmental transit fee will increase from the current .104% to .208% effective July 1, 2006. This fee is a recurring charge that began on July 1, 2001 to provide a source of funds to support essential transit service for the campus community. Since the initiation of the fee, transit services have become fare-free for all routes, for all user groups. The fee was last increased in 2002, and this increase is primarily due to transit system cost increases over the past four years.

The departmental transit fee will continue to be charged to all salaries and wages (object codes 11xx, 12xx 13xx and 14xx) each bi-weekly and monthly pay period. The charges will continue being expensed to object code 3914 Transit Fee. The recurring charge will be posted to your departmental accounts each pay period.

Questions regarding the departmental transit fee should be addressed to Wilhelmina Steen, Assistant Director for Fiscal Services for the Department of Public Safety at 843-5414.

