



We are happy to announce UMKC's participation in The JO Passport program – a way for employees to reduce parking expenses and car maintenance costs, improve air quality and increase transportation convenience.

**Employee Benefits**

Based on a minimum participation in this pilot program, employees will enjoy the savings and benefits immediately:

- Your monthly unlimited ride pass will automatically cost you a 25% less per month.
- When you pay for your pass through payroll deduction, that amount is exempt from payroll taxes.
- Your commuting cost is lowered by at least \*\$650 a year. (*\*Based on AAA 2004 average cost per mile of 14.1 for gasoline, automobile maintenance and tires. Current average could be higher as a result of higher gasoline prices.*)
- Convenience of purchasing your pass at work.
- You are also eligible for the Guaranteed Ride Home program in case of daytime emergencies.

**The JO Monthly Pass**

Service	Regular Rate	TRIP Rate
JO Passport	\$80.00	\$63.00

- [UMKC Specific Routes](#)
- [The JO Transit Routes](#)
- [Trip Planner](#)

**How do I sign-up?**

Beginning October 12, 2011, employees can complete a [The JO Passport Enrollment/Cancellation Form](#) and submit it to UMKC Human Resources (AC 226) to start their payroll deductions for the purchase of a pass to be used for the following month. Enrollment forms must be received by the 15<sup>th</sup> of the month in order for deductions to be taken on the following paycheck. To receive the tax benefit and UMKC subsidy, payments for passes must be payroll deducted. To view a list of bi-weekly pay dates, click [here](#). For a list of monthly pay dates, click [here](#).

*Please note:* We cannot prorate passes for portions of the month and cannot issue refunds for payroll deductions taken for passes.

**Where do I pick up my pass?**

Employees must pick up their monthly pass any time (8-5, M-F) beginning the 25<sup>th</sup> of each month. Employees with Hospital Hill campus addresses will pick up their pass in the School of Pharmacy Business Office (HSB 2311). Those with Volker campus addresses will pick up their pass in the Human Resources Office (AC 226). A photo ID will be required for pick up.

**How do I cancel my JO Passport benefit?**

To discontinue the automatic payroll deduction of your monthly bus pass, simply complete the enrollment form, and select 'cancel.' Cancellations must be received in HR by the 15<sup>th</sup> of the month in order for deductions to cease on the next pay check.