



# Parking Payment Request

Name \_\_\_\_\_ Department \_\_\_\_\_ Employee # \_\_\_\_\_

Supervisor \_\_\_\_\_ Month/Year \_\_\_\_\_

Layton Main and South employees are eligible to receive a \$5.00 per day incentive for each scheduled work day (Mondays - Thursdays only) they do not park a car in the Tanner Clinic parking lot. Qualifying reasons include (please see the map for approved parking locations on the following page):

1. Parked in the northeast corner lot at Davis Hospital and Medical Center
2. Parked in the North Davis Medical Building (Formerly Stevens Henager) East parking lot
3. Didn't arrive in a vehicle (carpooled, rode a bicycle, took public transit, walked to work or was dropped off, etc. )

This is to certify that I did not park a car in the clinic lot for a qualifying reason on the following work days:

Date	Reason #	Date	Reason #	Date	Reason #	Date	Reason #
1		9		17		25	
2		10		18		26	
3		11		19		27	
4		12		20		28	
5		13		21		29	
6		14		22		30	
7		15		23		31	
8		16		24			

Total # of days \_\_\_\_\_ Amount \$ \_\_\_\_\_

This form must be turned in to your supervisor by the 3rd business day of each month in order to receive payment for the previous month. Supervisors should forward these forms to Payroll. Payment will be included on the next scheduled pay check.

Employee Signature

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

