

MCOM + HI Downtown Transportation Allowance

Allowance Overview: A transportation allowance is available to employees who work at the Morsani College of Medicine and Heart Institute (MCOM + HI) to offset the transportation and parking expenses associated with working in downtown Tampa.

Allowance Criteria:

- Eligibility: Staff, Administration, Faculty, & temporary OPS employees
- Allowance is assessed at a fixed compensation rate contingent on the employee’s in-person FTE MCOM + HI work requirements. The fixed compensation rate should be calculated at an annual average of expected in-person work requirements.
- The allowance would be calculated by average MCOM + HI Parking Cost – the USF ‘E Pass’ Cost = MCOM + HI Downtown Transportation Allowance
 - o *Example: \$1200 – \$270 = \$1,002 (\$930 Annualized Allowance + \$72 FICA tax expense)*
- Allowance is paid 12 times a year, on the first paycheck of each month.
- Allowance amount is pre-adjusted to account for employee’s FICA tax expense.
- Departments are responsible for monitoring allowance annually to ensure an employee maintains eligibility given in-person MCOM + HI work requirements.

Additional Allowance Information:

1. Departments are responsible to request allowance funding as a part of Health’s annual budget process, utilizing the current allowance process.
2. The allowance is adjustable dependent on the employee’s in-person FTE MCOM + HI work requirements.
3. The [MCOM + HI Downtown Transportation Allowance Request Form](#) can be found on the USF Controllers’ website.

MCOM + HI Transportation Allowance Breakdown:

In-person MCOM + HI Work Requirements	Allowance Formula: Average MCOM+ HI Parking Cost – N. Tampa ‘E Pass’ Cost (\$270) = Allowance + FICA
0.2 FTE	\$86.12
0.3 FTE	\$274.50
0.4 FTE	\$462.89
0.5 -1 FTE	\$1,002.00

If you have questions about the MCOM + HI Downtown Transportation Allowance, please contact USF Health Administration at HealthAdmin@usf.edu.