**Commute Quarterly Incentive Payments**

**Variables**

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| Variable | Value |
| Incentive payment amount per trip | $0.75 |
| Maximum trips per day | 2 |
| Maximum payment per month | $33.00 |
| Eligible modes | Bike, Walk, Carpool |
| Percent of trip distance in an eligible mode to qualify for the incentive | 60% |

**Incentive Payment Amount Calculation Process**

1. Download Rideshare Online report which contains a list of each trip a person logged during the quarter
2. Remove non-commute trips (Flagged by the user)
3. Remove trips using ineligible modes on days when only two trips are made (this means the 60% rule will not apply in these cases)
4. Calculate the total trip distance in eligible modes per day and person for all remaining trips
5. Calculate the total trip distance in modes that are not eligible per day per day and person for all remaining trips
6. Determine which days a person traveled more than the percent of trip distance in an eligible mode to qualify for the incentive and remove all of a person’s trips on days when they did not meet this threshold.
7. Calculate the number of eligible trips per day in the remaining data set
8. Make the number of trips per days with more than the Maximum trips per day equal to the Maximum trips per day
9. Multiple the number of trips per day by the incentive payment amount per trip.
10. Calculate the incentive payment per month for each person and month. If the total is greater than the maximum payment per month set it equal to the maximum payment per month.
11. Sum the payments per month by person for each person’s quarterly payment amount.