



DISCOUNTED BUS PASS PROGRAM

*The Charlotte Area Hotel Association (CAHA) has been approved to provide bus passes to our members, for the benefit of their employees, at a **20% discount**. The program is easy and simple to administer and a great employee benefit. Everything is done by mail and then **we even deliver the passes to you** when they are ready. Just read and follow the simple instructions below.*

When to Order

Order no later than the **15th of each month, one month in advance** (for example, by the 15th of June, order the bus passes you will need for July).

How to Order

A standardized order form ("CAHA Bus Pass Order Form") is available on line at www.charlotteareahotels.com under "Bus Pass Program." Save it and make copies as needed. Enter the number of passes, by type, you will need, multiply that amount times the discounted price shown on the form, total the lines and **send the completed form to CAHA**. The mailing address, fax number and email are shown on the bottom of the form. Information on the various types of passes is available on the transportation system website at www.ridetransit.org. **Do not send the form to the Charlotte Transportation Center (CTC).**

When Will the Passes be Ready and How do I Get Them? CAHA will batch total all forms on the 16th of the month and send a composite order to the CTC. Passes should be ready 24-48 hours after they are received by the CTC. A CAHA representative will pick them up for you and deliver them to your hotel well before the end of the month. There is no charge for this service.

How Do I Pay for the Passes?

You can either send a check payable to CAHA with your order, or we will invoice you. The Federal EIN number for CAHA is shown on the order form for the benefit of your accounting office. You will **not** be billed by CTC. CAHA then settles the master account with CTC at the end of the month. **(NOTE: The prices listed on the form are the most recent available and may be changed by the CTC without notice. You will be billed or refunded for any difference between the listed price and the final settlement price.)**

Stipulations and Requirements

Under our program with CTC, you can provide transit passes and tickets to your employees free of charge, or you can sell them at the reduced price that you paid for them. You are **not** allowed to charge more than what you paid for the tickets or passes. Administrative, handling fees, etc. are **not** allowed. CTC does not require you to maintain any records on the individuals that receive passes or tickets through this program, unless you wish to for your own purposes.

So, look over the information and start participating next month. It's easy and a great employee benefit that your people will appreciate. Contact Sid Smith, CAHA Executive Director if you have any questions at 704-588-3255 or email charlottehotels@aol.com.

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