



StarTran Bus Passport offered to State employees at a reduced rate of \$17 per 31-day consecutive pass.

This 31-day Passport allows for unlimited travel during that 31 days on any StarTran bus.

For bus routes or for more information about StarTran, please visit the following website: startran.lincoln.ne.gov.

Route brochures are also available outside the AS State Personnel Office or by calling 476-1234.



StarTran Route Map:
startran.lincoln.ne.gov

State of Nebraska

StarTran
Bus Passport

31 *Consecutive Day*
**BUS
PASS**

**Other passes also available*

This is a publication by Administrative Services - Division of State Personnel



September 2012





State of Nebraska StarTran Bus Passport

Employees who currently ride, or want to begin riding StarTran, a 31-day Passport is now available at a reduced rate. This Passport allows employee's unlimited rides on all StarTran regular route services (including Star Shuttle) for 31 consecutive days. Your 31 days start the first time you use your Passport.

Utilizing StarTran for home to work trips or simply to get from one place to another, can save you a considerable amount of money.

Additional savings are realized because your Passport will be tax-sheltered and will be handled easily through payroll deduction.

How much does it cost?

The cost of a 31-day Passport to State employees will be \$17.

Your payment will be deducted for the total amount of \$17 from your paycheck.



Your Agency Human Resources representative can tell you more.

What do I do to get one?

Follow these easy steps:

Complete the following Passport form and return it to your Agency Human Resources (HR) contact. Forms are also available online at the AS - State Accounting website at <http://www.das.state.ne.us/accounting>.

Once you have completed and turned in your form, the cost (\$17) of your 31-day Passport will be deducted from your paycheck.

Your Passport will be returned by interoffice mail to your Agency HR contact.

You will be notified by your Agency HR contact when your Passport is ready to be picked up.

Remember, your Passport will be activated the first time it is used.

*Please note that there is also a discounted rate to state employees who ride the Handi-Van for the 31 day Consecutive Day Pass.

Please complete the following information:
(START PAYMENT / STOP PAYMENT)

Indicate below whether you are starting or stopping payment for a StarTran Bus Passport.

START PAYMENT

- I am interested in a StarTran Passport through payroll deduction

Select the appropriate Bus Passport.

- 31 Consecutive Day Pass (\$17 for state employees)
- 20 Ride Pass (\$33)
- Senior Saver – Go for Less 20 ride pass (\$16) (may be requested to show driver ID to verify age, 62+)
- Handi-Van 20-Ride Pass (\$66)
- Handi-Van 31 Consecutive Day Pass (\$34 for state employees)

STOP PAYMENT

- I want to discontinue StarTran Passport payroll deduction

Agency and Division _____

NIS Employee Address Book Number _____

Name _____

Signature _____

Date _____

*Please complete this form and provide it to your Agency's Human Resource Office to start your bus pass.