

According to French law, every employer, regardless of the size of the company, must pay 50% of transport travel pass subscribed by the employees for commuting between their home and their workplace.

The cost of the pass depends on which zones the employee travels through (there are 1 to 6 zones in Paris area) and for which period it is valid (week, month or year). This reimbursement, which should occur on a monthly basis, is non-taxable.



Conditions of reimbursement:

The employer must reimburse 50% of the public transport expenses to the employee if the following conditions are fulfilled :

- The employee has to use public transport or public bikes rental.
- To be reimbursed by the employer, the employee must deliver or at least present to the employer his travel passes. Practically the employer would keep at least a copy of the travel pass. In the case of bike rental pass, a sworn statement by the employee is sufficient.
- Subscriptions can be annual, monthly or weekly and they should concern RATP (underground and bus in Paris), SNCF (train) or other public transport companies, public bikes rentals, etc... Paris area subway pass is called "carte orange".
- The employer can refuse to carry out the reimbursement if the employee is already receiving a financial compensation for transport between his usual home and his workplace which is equal or higher than the reimbursement he should have received for his travel pass.

- If the employer wants his employees to prove the payment of their travel pass in a different way than before, he must notify the change to his employees at least one month before.
- If the employer wants to change the reimbursement methods, he must notify the change to his employees at least one month before.
- Part-time employee whose working time is at least half-time gets the same reimbursement that a full-time employee. For part-time employee whose working time is less than half-time, the reimbursement is calculated pro rata to the number of worked hours out of half the numbers of hours for full-time work.
- The employee who carries out duties on several workplaces for the same company gets a travel pass reimbursement for all distances imposed to him between his home and the various workplaces, and between those different workplaces.

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If the conditions listed above are fulfilled by the employee, the employer who does not grant the travel pass reimbursement is outlaw and may be liable to a fine of 750€.

For employees who are using their vehicles for commuting, other specific rules apply. Do not hesitate to contact us on this subject.

This information is only a rough summary. It does not cover all the situations nor resume the whole French Employment Code - which is very intricate. Please contact us for accurate information adapted to your situation. We cannot be held responsible for any misinterpretation of this document. Edition 04/2010