

COMMUTEwell

Options. Value. Convenience.

EMPLOYEE TRANSIT SUBSIDY REIMBURSEMENT SCHEDULE - CALENDAR YEAR 2024 to 2025

Quarter of Ridership	Form Due Date	Reimbursement Applied (Paycheck date)	Occasional Parking Lot 7 (Max three times per month ONLY)
1 st Quarter 2024 – Jan/Feb/March	April 12, 2024	May 1, 2024	May/June/July - 2024
2 nd Quarter 2024 – April/May/June	July 15, 2024	Aug 7, 2024	August/Sept/Oct -2024
3 rd Quarter 2024 – July/Aug/Sept	Oct 15, 2024	Nov 13, 2024	Nov/Dec - 2024 and Jan - 2025
4th Quarter 2024 – Oct/Nov/Dec	Jan 15, 2025	Feb 5, 2025	Feb/Mar/Apr - 2025
1 st Quarter 2025 – Jan/Feb/March	April 14, 2025	May 14, 2025	May/June/July - 2025
2 nd Quarter 2025 – April/May/June	July 15, 2025	Aug 6, 2025	August/Sept/Oct -2025
3 rd Quarter 2025 – July/Aug/Sept	Oct 15, 2025	Nov 12, 2025	Nov/Dec - 2025 and Jan - 2026
4th Quarter 2025 – Oct/Nov/Dec	Jan 15, 2026	Feb 4, 2026	Feb/Mar/Apr - 2026

- Employee Transit Subsidy Reimbursement requests are only accepted on the Employee Transit Subsidy Reimbursement Form (Subsidy Form).
- Subsidy Forms are due by the **10th working day** of the following month of the previous quarter ridership (excludes weekends and City holidays).
- **Valid proof of purchase(s) for public transit must be provided in order to receive a transit subsidy reimbursement.**
- Employees may receive **up to \$300 per quarter** for a transit subsidy reimbursement. Reimbursements shall not exceed the dollar amount for which receipts are submitted.
- Quarterly transit subsidy reimbursements may not be combined with submissions for other quarter reimbursements.
- Forms received before the due date will be held until each quarter ends, cannot be subsequently modified, and will be processed according to the quarterly schedule above.
- The Transit Subsidy Reimbursement schedule is tentative and subject to change at any time.
- Occasional parking at the City’s “Lot 7” is offered to individuals who have been approved for and previously received a transit subsidy reimbursement. An eligible employee may park up to three times per month at Lot 7 at no cost as determined by COMMUTEwell staff. Occasional parking is a courtesy only and the City cannot guarantee its ongoing availability.
- The complete Employee Transit Subsidy Reimbursement Program’s Rules and Procedures are available on page two of the Subsidy Form.

NOTE: If you would like to continue to receive a monthly reimbursement, you may enroll in the **pre-tax Transit Spending Account (TSA)** program through WageWorks that allows employees to contribute pre-tax dollars via payroll deduction for use towards public transit expenses. The TSA program provides an automatic transit match of up to \$100 per month (based on your payroll deductions), eliminating the need to complete and submit a Subsidy Form and receipts. Learn more about the TSA program and how to enroll at:

lacommutewell.com/tsapsaprogram.

Employee Benefits Division, **COMMUTEwell** Program

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