

City of Los Angeles EMPLOYEE TRANSIT SUBSIDY REIMBURSEMENT FORM

This form must be completed in its entirety and proof(s) of public transit purchase(s) for each month must be provided.

EMPLOYEE INFORMATION -- All Spaces Must be Completed

Last Name:	First Name:	Employee ID Number:
Email Address:		Contact Phone Number:
Department	Work Address (Number, Street, and Zip or City Building and Room Number):	
Home Address (City and Zip only):		

REIMBURSEMENT REQUEST

<input type="checkbox"/> 1st Quarter (January/February/March)	<input type="checkbox"/> 3rd Quarter (July/August/September)
<input type="checkbox"/> 2nd Quarter (April/May/June)	<input type="checkbox"/> 4th Quarter (October/November/December)

YEAR: 20 **EXACT AMOUNT PAID: 1ST MONTH** **2ND MONTH** **3RD MONTH**

Transit Operator (MTA, Metrolink, Foothill Transit, DASH, etc.).

Initial the following statements: I CERTIFY THE FOLLOWING

	I do not have a City individual, carpool, or mileage parking permit, and not part of a City vanpool.
	I do not have an account or participate in the Transit Spending Account through the City's third-party provider, WageWorks.
	The attached proof of public transit(s) was purchased by me, exclusive for my personal use, for commuting to and from work during the quarter and year indicated on this form.

Employees who have City sponsored parking or a Transit Spending Account (TSA) through WageWorks are **NOT** eligible to participate in the Transit Subsidy Reimbursement Program. TSA participants receive an automatic transit match on their City paycheck. The Transit Subsidy Reimbursement Rules and Procedures are located on page 2 of this document.

Employee Signature -- (REQUIRED -- Signature verifies that employee has read and agrees to abide by the Transit Subsidy Reimbursement Program Rules and Procedures).	Date:

Rev. 2020-10

Employees should ensure that their Transit Subsidy Reimbursement Form is completed correctly in its entirety and valid proof(s) of public transit purchase(s) are provided. Incomplete forms will not be processed.

Return Form to:
 Employee Benefits Division, **COMMUTEwell** Program
 200 N. Spring Street, Room 867, Los Angeles, CA 90012 (Mail Stop 621)
 Phone **(213)978-1634** website: **LACOMMUTEwell.com** email: **LACOMMUTEwell@lacity.org**

EMPLOYEE TRANSIT SUBSIDY REIMBURSEMENT PROGRAM (REIMBURSEMENT PROGRAM)

The Personnel Department, Employee Benefits Division offers the **Reimbursement Program** to eligible City employees, which provides a nontaxable subsidy of up to \$300 per quarter to City employees who commute to work via public transit (bus, commuter train, or light rail) and submit the required documentation (such as a copy of the back of your TAP Card) and valid proof(s) of purchase(s) made within the specified monthly timeframes.

The City offers a **PRE-TAX Transit Spending Account (TSA)** program through WageWorks that employees can enroll in via payroll deductions and use towards public transit expenses. The TSA program also provides an **automatic transit match of up to \$100 per month, eliminating the need to complete and submit a Transit Subsidy Reimbursement Form and receipts.** Learn more about the TSA program and how to enroll at: lacommutewell.com/tsapsaprogram.

REIMBURSEMENT PROGRAM RULES AND PROCEDURES

1. Employees may be reimbursed for their transit commuting expenses of **up to \$300 per quarter (maximum)**. Should the monthly expense be less than \$100 each, the reimbursement will be for the amount for which valid proof of purchase(s) for public transit has been submitted. Quarterly reimbursements may not be combined with submissions for other quarter reimbursements.
2. Reimbursement requests are only accepted on the Employee Transit Subsidy Reimbursement Form (**Subsidy Form**). The submission deadline for each quarter's **Subsidy Form** is the tenth working day of the following month (excludes weekends and City holidays), and must be submitted to **COMMUTEwell** program staff. **COMMUTEwell** contact information is provided at the bottom of page 1 of this document. **Subsidy Forms** received **after** the 10th working day deadline ("late claims") are eligible for reimbursement so long as the claim and all required documentation is submitted **no later than the due date for the following quarter**. Late claims will be reimbursed as soon as administratively practical. In addition, late claims will also interrupt eligibility for occasional parking.
3. Employees who are enrolled in the pre-tax TSA program through WageWorks, but want to participate in the **Reimbursement Program** must terminate their TSA enrollment and exhaust their accumulated TSA balance before they can participate in the **Reimbursement Program**.
4. **Employees should ensure that their Subsidy Form is correctly completed in its entirety and valid proof(s) of public transit purchase(s) are submitted.** Submission of the **Subsidy Form** and valid proof(s) of public transit must be legible. An incomplete **Subsidy Form** and non-legible supporting documentation will not be processed.
5. The **Subsidy Form** will not be processed without valid proof of public transit purchase(s). **Valid proof of public transit purchase(s)** may consist of the following: Original daily, weekly, and/or monthly transit pass/receipts purchased for each month of the quarter that the **Subsidy Form** is submitted for. Passes/receipts must be clearly defined and identify the public transit agency you are using, the time frame the transit pass is valid for, and the amount of the transit pass cost. A sales history statement from a transit agency is acceptable, but must include date(s) and the amount of the public transit purchase(s). Reloadable, mobile application, or other form(s) of electronic payment for public transit use not made at a stand-alone terminal machine is acceptable, but must include account information or TAP Card information, date(s) and the amount of the public transit purchase(s). Modified or edited documents, or screenshots not showing the page entirety are not an acceptable form of proof. Generally, passes must be purchased for the month during which they were used, except that weekly and monthly passes may be purchased up to seven days before the start of a new month.
6. Transit subsidy reimbursements are scheduled to be included on your City paycheck on the first payday of the month following the quarterly submission deadline. Refer to the Transit Subsidy Reimbursement Schedule for further details on the timeline of reimbursements. The reimbursement appears on your City paycheck stub in the Earnings and Other Compensation column, with the code listed as TB and the description listed as Transit Benefit.
7. Employees with approved transit subsidy reimbursement may be eligible for occasional parking at Lot 7 for up to three times per month at no cost as determined by **COMMUTEwell** program staff. **Occasional parking is not guaranteed and is subject to space availability.** The City cannot guarantee its ongoing availability. Occasional parking is further limited to those months following the quarter a member receives a reimbursement; it is not available on the initial quarter of ridership nor the initial quarter of reimbursement. Occasional parking for a given month cannot be advanced or carried forward. Occasional parking is not available for parking permit holders (except in the case of approved Carpool permits).
8. Reimbursement amounts may be adjusted and approved as modified by **COMMUTEwell** program staff on employee paychecks if it is determined that errors and/or overpayments occurred.
9. The **Reimbursement Program** Rules and Procedures are subject to periodic updates and clarifications at any time. Periodic audits of **Subsidy Forms** will be conducted. **Fraudulent transit subsidy reimbursement submissions may result in disciplinary action.**