



Transportation and Parking Expense Reimbursement Form

Employee Information — Please print clearly or complete online

Employee Last Name First Name Middle Initial

Social Security Number

Employer Name Employee ID # (if applicable)

Email Address (if you would like an email confirming this claim has been received)

For address changes, please contact your HR department.

☐ **This is a recurring claim for contract parking only**

A recurring claim means you only need to complete this form once a year. Your balance will continue to adjust as eligible claims are received.

Transportation / Parking Expense Reimbursement (Please print)

Month and year of expense	Name of person claiming expense	Type of expense	Amount requested for reimbursement
			\$
			\$
			\$
			\$
Total Reimbursement Requested			\$

Parking Documentation

Attach receipts (if available) or note meter/parking expenses above. Vanpool — request the signature of your provider of transportation service(s) OR attach your transportation receipt to this form.

Provider Name

Provider Signature

Date

Employee Certification

I certify that the expense(s) listed above have been incurred by me and are for the purpose of commuting to and from my place of employment and qualify for reimbursement as defined by my company's transportation / parking program. These expenses have not been previously submitted for reimbursement, nor will I seek reimbursement from any other reimbursement program. I understand that if I have received an overpayment HPAL reserves the right to offset future reimbursements equal to the overpayment until the overpayment has been recouped.

Employee Signature

Date

To send online, log on to your myHealthPartners account at **healthpartners.com** and go to the Welcome tab to get started.

Fax to: 952-883-5026 or 877-624-2287

Mail to: HealthPartners Service Center, CDHP - Mail Route 21104T,
P.O. Box 297, Minneapolis, MN 55440-0297

Questions: Metro Area: 952-883-7000 Outside metro: 866-443-9352
TTY line: 952-883-5127 **www.healthpartners.com**

TRANSPORTATION/PARKING EXPENSE REIMBURSEMENT INSTRUCTIONS

Before you begin—check with your employer to find out if you have the transportation or parking program.

What's a transportation or parking expense?

It's an expense you pay for eligible work transportation or parking. For example it could be:

- Transportation:
 - » Bus and light rail fares.
 - » Train and subway tickets.
- Parking:
 - » Parking ramps, lots, and tolls.

These are common terms that can help you decide if you have an eligible transportation or parking expense:

- **Transit pass** — This could be a pass, token, fare card, voucher, or similar item that lets you ride, free of charge or at a reduced rate:
 - » On mass transit. Mass transit includes bus, rail, or ferry.
 - » In a vehicle that seats at least six adults (not including the driver). The driver must be paid to transport people.
- **Commuter highway vehicle (van pooling)** — This is any highway vehicle that seats at least 6 adults (not including the driver). At least 80 percent of the mileage is for transporting people between home and the work place. Employees must use at least half of the vehicle's seats (not including the driver's).
- **Qualified parking** — This means parking that's provided to an employee. It's near the business area of the employer. Or, parking that's on or near a location from which the employee rides to work in a commuter highway vehicle. Parking on or near your home doesn't qualify.

When do I need to send in my transportation or parking claims?

You'll need to send your request for reimbursement at least every 180 days unless you have contract parking (that is just once a year to get the recurring claim set up). This is required by the IRS.

What kinds of documentation can I send?

You'll need to send all of the following (required by the IRS):

- Date and year of transportation expense (needs to be itemized by month).
- Name of person claiming expense.
- Type of transportation expense.
- Amount of expense.
- Name of provider of transportation service (van pooling service only).
- Signature of provider (van pooling service only).
- Receipt of expense (if available).

Can I get reimbursed for an expense that hasn't happened yet (i.e., requesting June claim in May)?

Yes, you just simply need to send documentation showing the expense was already paid. If you don't include this information, we can't process the claim until after the expense has happened.

Before you send your form—check for these common mistakes:

- Did you sign and date the form?
- Did you include your documentation? For more than one expense listed on a receipt, be sure you circle each one. Don't highlight the expense items.
- Did you fill out the reimbursement form completely?
- Does the documentation match the amount you're asking for?
- Did you keep a copy of your reimbursement form?
- Did you send a copy of your receipts and not the originals? You'll want to keep the original receipts for your records.

Need more help?

If you need help with a transportation or parking expense, call HealthPartners Member Services at **952-883-7000** or **866-443-9352**.