

# Bicycle Commuter Reimbursement Program

Effective: March 1, 2012

In an effort to support sustainable practices and promote healthier lifestyles, the college offers a bicycle commuter reimbursement benefit. The benefit will allow for a monthly reimbursement of up to \$20 per month for cycling expenses incurred by the employee.

## ❖ Eligibility

- Must be employed as a permanent full or part time employee. (Temporary and student employees are not eligible).
- Must have receipts for qualified “reasonable” expenses. Qualified reasonable expenses include the purchase of a bicycle and bicycle improvements, repair, and storage.
- Qualified expenses incurred in the current calendar year may be reimbursed within the 15 months beginning on the first day of the current calendar year. For example, if you purchase a \$400 bicycle in January, you could be reimbursed up to \$300 (\$20 x 15 months), if you were to ride 12 days per month for each of the 15 months.
- Must regularly (at least 12 days per calendar month) use the bicycle for a substantial portion (at least 75% of the distance between your residence and work location) of travel between your residence and work location
- Must not be participating in the Commuter Tax\$ave program during a month for which a reimbursement request is made

## ❖ Procedure

- Employees must submit a signed pledge form, including a daily log for the month, by the 10<sup>th</sup> day of the following month. Receipts for qualified expenses for the month must be attached.
- The pledge form and receipts will be reviewed by the payroll department. If the submission meets all eligibility requirements, the payment (up to \$20) will be processed and included for payment on the last pay date of the month.

## ❖ Funding

- The program will be funded through the college benefits budget.