



MY FLEXIBLE SPENDING ACCOUNT: PARKING AND TRANSPORTATION BENEFIT INFORMATION

Work-related parking and commuting expenses can really add up! Fortunately, you can be reimbursed for a number of those expenses under your company-sponsored Commuter Benefit program. Below is a list of eligible parking and transportation expenses and the steps to take to apply for reimbursement if you do not use your existing FSA benefits debit card.

PARKING EXPENSES

- Fees for employee parking:
 - That is located on or near your employer's premises
 - At or near a mass-transit location (allowing you to commute via mass transit)
 - At or near a van-pooling or car-pooling meeting site
- Parking provided to an employee where an employer pays directly to a parking lot operator
- Parking that an employer provides on its premises in which lease ownership is required

TRANSPORTATION EXPENSES

- Transit Pass
- Transit Token
- Transit Fare-Care
- Transit Voucher
- Van-Pooling
- Commuter Highway Vehicle Expense*
- Similar items may also be eligible for reimbursement pending approval from your employer

**A Commuter Highway Vehicle is any highway vehicle with a seating capacity of at least six adults, not including the driver, used for travel between the employee residence and place of employment.*

HOW CAN I GET REIMBURSED?

You can use your existing FSA debit card at the point of service to pay for eligible expenses OR submit a paper reimbursement form with substantiation to BCC by following these instructions:

1. Get receipt for your commuter expense.
2. Complete the Commuter Expense Reimbursement Request Form and attach a copy of the receipt.
 - *If you cannot obtain a receipt, you must complete and sign the Employee Certification section AND the Authorization section of the Reimbursement Form. Examples of this instance include paying via parking meter or paying via coin box.*
3. Send the completed form and receipt:
 - **BY MAIL:** BCC, Attn: Claims
Two Robinson Plaza, Ste. 200
Pittsburgh, PA 15205
 - **BY FAX:** 412-276-7185
 - **BY E-MAIL:** fsa-claims@benxcel.com
 - **MY SMARTCARE:** online portal or mobile app

For more information, contact BCC's Customer Service Center at 800-685-6100.

