

## 2017 TRANSIT EXPENSE ACCOUNT (TEA) REIMBURSEMENTS

Employees enrolled in the 2017 Transit Expense Account (TEA) for their parking permit expenses must submit reimbursement requests to 121 Benefits. Reimbursement requests must be submitted after the permit has taken effect but no later than 180 calendar days from the date the parking permit took effect. February 16, 2018, will be the absolute deadline for 121 Benefits to receive reimbursement claims for permits that are effective on August 21, 2017. Following are instructions to help with the reimbursement process.

- The 2017 reimbursement form is on the 121 Benefits website, <http://www.121benefits.com/participants/#planinfo>. Under “Forms” and under “SEGIP Materials” in the “Reimbursement Forms” section click on “2017 Transit Reimbursement Form.” Alternately, you may submit claims electronically through that website.
- For “Benefit Year” put 2017 (not 2017-18).
- Your “State Employee ID Number” is the same ID number you use to look up your paycheck stubs.
- In the “Date Expense Incurred or Period Covered” put the following:
  - The first (or start) date should be the date the permit took effect, not the date you paid for the permit. Most campus permits take effect on 08/21/2017 so that would be the start date.
  - The second (or end) date must be no later than 12/31/2017 but may be earlier. The maximum expense reimbursement allowed is \$255 per month. Permits costing no more than \$255 may have a reimbursement end date on or after 09/21/2017 but no later than 12/31/2017. Gold permits cost \$320 so the reimbursement end date must be mid-October or later (for example, 10/15/2017 would be okay) and no later 12/31/2017.
- For “Expense Description” write “MnSCU parking permit.”
- The “Service Provider” is “Minnesota State University, Mankato” for university parking permits.
- Somewhere on the form write “Paid in April (or whenever you have paid for your permit) but expense incurred beginning in August – approved by MMB and 121 Benefits.” If you submit your claim electronically, write this note on the copy of your receipt. This is to help 121 Benefit’s claims processors spot one of our claims and understand why the receipt shows a date that does not correspond with the permit dates.
- Attach a copy of your receipt to the form or upload or fax the receipt to 121 Benefits if submitting your claim electronically. Copies of cancelled checks or credit card statements are not acceptable as receipts. You may obtain a copy of your parking permit receipt from the Campus Hub. You should also keep copies for your records as well as document when and how you sent any electronic or fax submissions.
- Submit your claim to 121 Benefits no earlier than the “end date” you used for the period covered. 121 Benefits must receive the claim and documentation no later than February 16, 2018.

If you have questions, you may contact 121 Benefits at 800-300-1672 or Human Resources at 389-2016 or 389-2015 or [hr@mnsu.edu](mailto:hr@mnsu.edu).