



## SECTION 132 – COMMUTER BENEFIT

### Bicycle Reimbursement Account

#### 1. How does it work?

A qualified bicycle commuting reimbursement means that your employer will provide a reimbursement of up to \$20 per month for reasonable expenses incurred by the employee in conjunction with their commute to work by bicycle.

#### 2. How do I get reimbursed?

You can submit a claim online, by mail, fax, or drop it off to HRC Total Solutions. Upon receipt, the claim will be processed, and you will be reimbursed. The claim needs to be submitted within 180 days of the date of service. You have up to 90 days after the end of a plan year to submit expenses that you incurred during the plan year so long as it is still within 180 days.

#### 3. What costs are covered?

The intent of this provision is to help defray some fixed costs associated with commuting by bicycle such as the purchase of a commuter bicycle, bike lock, helmet, bike parking facilities, shower facilities, and general maintenance.

#### 4. What is considered a commuting month for a Bicycle Reimbursement Account?

A qualified bicycle commuting month is any month in which an employee:

- I. Regularly uses a bicycle for a substantial portion of the travel between his/her residence and place of employment, and
- II. Does not receive any other qualified transportation benefit during the month, such as transit and parking.

**Contact Customer Service:** Monday – Friday 8: 30 AM - 7:30 PM EST

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