



Employee Transportation Benefit Worksheet

This worksheet will help you estimate the amount of eligible Transportation expenses that you will have for the upcoming plan year. Use this sheet as a guide as to how much you should contribute to the plan. Transfer the amount from this sheet to the enrollment form to participate.

What is the Transportation Benefit?

The Transportation Benefit allows for employees to set aside money to be taken out of their salary to pay for qualified expenses. This money will be taken out pre-tax, meaning the employee will be able to pay for qualified transportation expenses pre-tax.

What are the Qualified Expenses?

The qualified expenses are separated into two accounts; **Mass Transit**, and **Parking**. The accounts must be kept separate and funds cannot be transferred between accounts. (i.e. funds set aside for Parking cannot be used for Mass Transit.)

Mass Transit

Transit Passes

- _____ Fare Card
- _____ Tokens
- _____ Voucher
- _____ Other

Expenses must cover one month or more; i.e. *one day bus fare is not reimbursable, but a fare card for one month is.*

_____ Commuter Highway Vehicle

A commuter highway vehicle must be able to carry at least six adults and have at least 80% of its miles used in transporting employees to and from their place of employment.

_____ Total for Mass Transit Expense
(Transfer to Enrollment Form)

2008 Limit on Mass Transit is \$115 / month

Parking

Parking Expenses

- _____ On or near the employer's business
- _____ At a location from where the employee commutes to work

_____ Total For Parking Expense
(Transfer to Enrollment Form)

2008 Limit on Parking is \$220 / month

Questions?

Uncertain about whether or not an expense is an eligible or what certain requirements might be. Visit our website at www.eflexgroup.com and look at the Frequently asked Sections. Still can not find what you need e-mail the **FLEXP**ERT click "**Ask Flexpert**"

THIS IS NOT AN ENROLLMENT FORM