

REQUEST FOR REIMBURSEMENT

Mass Transit Commutation Reimbursement Program For Part-time Employees

Part-time employees enrolled in the Mass Transit Commutation Reimbursement Program may set aside up to \$245.00 for 2013 pre-tax for eligible mass transit expenses. An employee cannot claim more than their monthly election. For example, if your monthly election for the Part-Time Mass Transit program is \$100.00 then the maximum reimbursement that can be requested is \$100.00 for the month.

Part 1: Employee Information (Please Print)

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____

Part 2: Please write the month, transportation system, and amount you are claiming

Month you are claiming: _____ Name of Transportation System: _____ Reimbursement Amount: _____

\$

Month you are claiming: _____ Name of Transportation System: _____ Reimbursement Amount: _____

\$

Month you are claiming: _____ Name of Transportation System: _____ Reimbursement Amount: _____

\$

Part 3: Certification of Mass Transit expenses

My signature affirms all information presented by me on this Certification of Mass Transit expenses is complete and true to the best of my knowledge.

Signature

Date

Return Address and Information:

Please return your Request for Election/Change form to University Human Resources –57 U.S. Highway 1, New Brunswick, NJ 08901-8554 or fax at 732-932-6208. For information regarding this benefit please contact a Benefits Specialist at 848-932-3990 or visit <http://uhr.rutgers.edu/>