

## 2015 TRANSIT EXPENSE ACCOUNT (TEA) REIMBURSEMENTS

Employees enrolled in the 2015 Transit Expense Account (TEA) for their parking permit expenses must submit reimbursement requests to Eide Bailly. 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 19, 2016, will be the absolute deadline for Eide Bailly to receive reimbursement claims for permits that are effective on August 24, 2015. Following are instructions to help with the reimbursement process.

- The 2015 reimbursement form is on the Eide Bailly website, [www.eidebailly.com/services/employee-benefits](http://www.eidebailly.com/services/employee-benefits). Under “Forms” click on “State of Minnesota Participants.” In the “2015” section under “Reimbursement Forms” click on “Transit Reimbursement.” Alternately, you may submit claims electronically through that website.
- For “Benefit Year” put 2015 (not 2015-16).
- 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 08/24/2015 so that would be the start date.
  - The second (or end) date must be no later than 12/31/2015 but may be earlier. The maximum expense reimbursement allowed is \$250 per month. Permits costing no more than \$250 may have a reimbursement end date on or after 09/24/2015 but no later than 12/31/2015. Gold permits cost \$300 so the reimbursement end date must be mid-October or later (for example, 10/15/2015 would be okay) and no later 12/31/2015.
- 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 Eide Bailly.” If you submit your claim electronically, write this note on the copy of your receipt. This is to help Eide Bailly’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 Eide Bailly 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 Eide Bailly no earlier than the “end date” you used for the period covered. Eide Bailly must receive the claim and documentation no later than February 19, 2016.

If you have questions you may contact Eide Bailly at 800-300-1672 or Human Resources at 389-6942 or 389-2015 or [hr@mnsu.edu](mailto:hr@mnsu.edu).