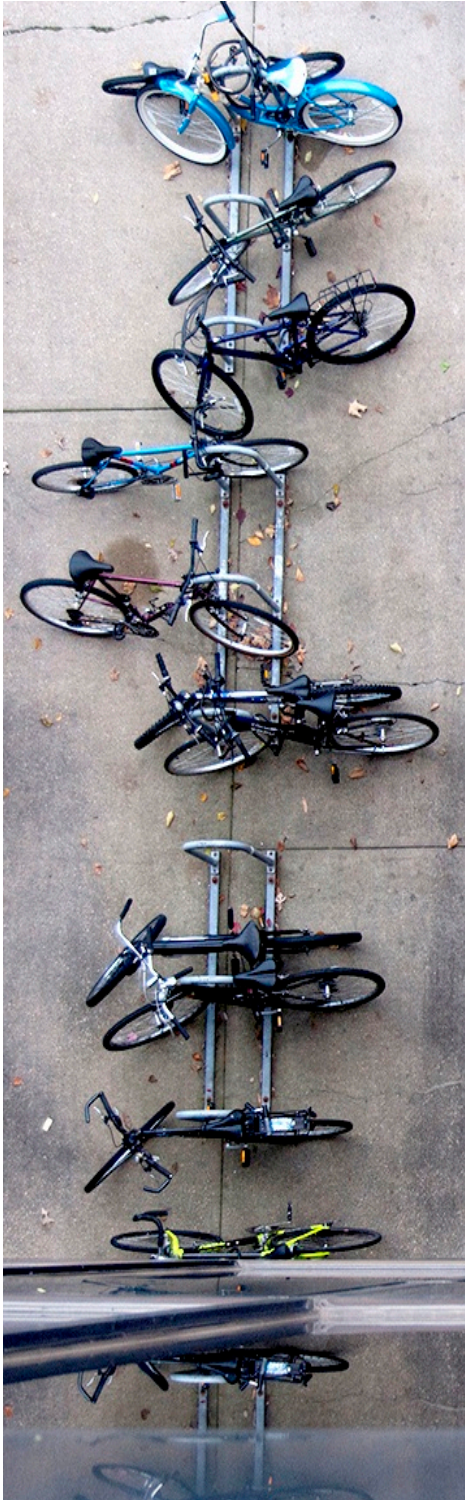


# QUALIFIED BICYCLE COMMUTING REIMBURSEMENT PROGRAM



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## WHAT THE PLAN PROVIDES

MCAD will reimburse you for reasonable expenses incurred to purchase a bicycle and for bicycle improvements, bicycle repair, and bicycle storage – up to \$20 per month. This reimbursement is taxable.

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## EMPLOYEE ELIGIBILITY

You are eligible to participate in the Qualified Bicycle Commuting Reimbursement Program on the first of the month following your date of hire if you are benefit eligible.

\*Adjunct Faculty are also eligible for this benefit!

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## HOW THE PLAN WORKS

Contact HR to enroll. Ride your bike to work. Track your rides. Record any bicycle related purchases. Submit requests for reimbursement.

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## THE FINE PRINT

The maximum reimbursement for a calendar year is the lesser of: Your total bicycle expense for the calendar year, or \$20 multiplied by the number of bicycle commuting months in the calendar year. Requests for reimbursement must be received no later than March 15 of the year following the calendar year in which you incur the expenses. Your reimbursement amount will be based on the number of bicycle commuting months you had in the year you made the purchase. Your request is complete only if you include the claim form with your signature, receipts of your eligible expenses, and bicycle commuting log (calendar with bicycle commuting days circled). Expenses can occur at any time during the year. You don't have to submit reimbursement forms on a monthly basis – you may turn in a single reimbursement request after the end of the year. Each calendar year is looked at separately for purposes of the reimbursement. Expenses must be incurred in the same year that you earn the reimbursement

Only the month of your active employment can be bicycle commuting months. Any month during which you are not required to come to MCAD's campus is not a bicycle commuting month. A bicycle commuting month is a month that you regularly used your bicycle for a substantial portion of the travel between your residence and MCAD. A substantial portion of the travel means no less than 50% of your monthly commute. Any month that you receive reimbursement for parking expenses under the Pre-Tax Parking Account, use a Metropass, or pay for a reserved parking space, cannot be counted as a bicycle month.

You will receive reimbursement by check. Please allow two weeks for processing.