

Commuter Benefit Overview



Your Commuter Benefit Plan allows you to use pretax dollars to pay for commuter transit costs and/or commute-related parking. By reducing your taxable income, the Commuter Benefit Plan can save you about 30% on your commuting expenses!

Eligible/Ineligible Expenses

Eligible	Ineligible
Train	Mileage
Bus/shuttle	Taxi fares
Commuter/light rail (e.g., subway, metro)	Toll road fees or transponders
Vanpooling*, Ferry and boat	Fuel for your vehicle
Parking at the commute site (e.g., train station or your work site)	Business travel expenses
	Auto maintenance
	Expenses reimbursed from other sources

*Some restrictions apply. See additional details about vanpools in FAQ (Page 2).

How the Plan Works

This plan works in much the same way as a Flexible Spending Account. You elect how much money is set aside pretax to spend on qualified Commuter plan expenses. Your contributions will be withheld from your paycheck on a pretax basis and will be available for reimbursement of eligible Commuter expenses.



Contact Information

For more information, please contact TRI-AD Participant Services:

- Website: www.tri-ad.com
- Phone: 888-844-1372 Monday – Friday 5:00 a.m. – 6:00 p.m. Pacific Time
- Email: flexmail@tri-ad.com

See Page 2 for FAQs

What are Commuter accounts?

Commuter Benefit Plans (commuter accounts) allow you to set aside pretax money to pay for qualified Transit and Parking expenses associated with your commute to and from work.

Why should I participate?

Contributions to a Commuter account are deducted from your paycheck on a pretax basis, immediately reducing your taxable income. Most people save an average of 30% on their eligible transit and parking expenses by participating.

What is a qualified mass transit expense?

Qualified Mass Transit expenses include transit passes, tokens, fare cards, vouchers, or similar items allowing you to ride a mass transit vehicle to or from work. The mass transit vehicle may be publicly or privately operated and includes bus, rail, vanpooling or ferry. Transit benefits may not be used for tolls, gas, mileage or other personal commuting expenses.

What qualifies as vanpooling?

Vanpooling requires a commuter highway vehicle with a seating capacity of at least 7 adults, including the driver. At least 80% of the vehicle mileage must be for transporting employees between home and work with employees occupying at least one-half of the vehicle's seats (not including the driver's seat).

What are qualified Parking expenses?

Parking expenses incurred at or near your work location or a location from which you continue your commute to work by carpool, vanpool or mass transit are qualified. Eligible out-of-pocket expenses include parking fees for parking meters, garages, and parking lots. Parking at or near your home is not an eligible expense.

Can I use my Commuter account to pay for business or personal travel expenses?

You can only use Commuter account funds to pay for your regular commute between your home and office for the purpose of working.

Whose Commuter expenses are covered?

Only your expenses qualify. Expenses for your spouse or dependents are not eligible.

Is there a limit to how much I can contribute? What if my monthly expenses exceed these limits?

Monthly limits are set by the IRS. Any monthly expenses above these limits are not eligible for reimbursement and cannot be applied to future months.

Can I change my election?

You can enroll, change your existing contribution, or terminate plan participation at any time.

What happens if I don't use all of my funds at the end of the plan year?

The money left in your Commuter account will be carried over into the next plan year.

What happens if I terminate employment?

When you leave your employer, you lose access to your Commuter funds. See your employer's Summary Plan Description for the details and timing.

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on Your
Commuter
with the
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Benefit Plan!