

### Commuter Bicycle Reimbursement Program



## **Commuter Bicycle Reimbursement Program**

The Smithsonian is pleased to offer the **Commuter Bicycle Reimbursement Program** to all employees as part of our overall support of employee wellness, and to reduce our environmental footprint by encouraging employees to commute by means other than single occupancy motor vehicles.

The Bicycle Commuter Act (which is part of the Emergency Economic Stabilization Act of 2008) allows for a qualified bicycle commuting reimbursement for reasonable expenses incurred by the employee for the purchase of a bicycle and bicycle improvements, repairs and storage if such bicycle is regularly used for travel between the employee's residence and place of employment. The Reimbursements are considered **taxable** reimbursements to the employee. This means that any reimbursement you receive as part of the bicycle reimbursement benefit effective January 1, 2018 will be added to your income on your W-2 beginning in 2018 (for W-2's received in 2019 and each year after).

### **What You Need to Know**

#### **What is the Commuter Bicycle Reimbursement Program?**

The program is one in which employees can receive reimbursement for reasonable expenses incurred for the purchase of a bicycle or bicycle improvements, repair, and storage if the bicycle is regularly used for travel between the employee's home and place of employment. Smithsonian and Smithsonian Enterprises employees will reimbursement up to **\$20** per qualified bicycle month (not to exceed \$240 per year) for eligible expenses via their respective payroll vendors NFC and ADP respectively.

#### **Who is eligible to participate?**

All employees of the Smithsonian Institution are eligible.

#### **How do I participate in the Commuter Bicycle Reimbursement Program?**

The Commuter Bicycle Reimbursement Program is easy to use. You do not need to complete an enrollment form to request reimbursement. You simply submit your reimbursement request and appropriate receipts to Wage Works for reimbursement. You **cannot** be enrolled in the **Smithsonian Transit Pass Program (Transit Subsidy) or the Commuter Option (Pre Tax Transit and Parking) Program** for the month in which you use the Commuter Bicycle Reimbursement Program.

#### **What is the definition of a qualified bicycle month?**

A qualified bicycle month includes 1. A month in which you did not receive any other commuter Reimbursement (such as transit, vanpool, or parking) and 2. A month in which you regularly use your bicycle for a substantial portion of the travel between your residence and place of employment. Wage Works considers a substantial portion of travel to be at least 20%.

**What are eligible expenses under the Bicycle Reimbursement Program?**

**COVERED EXPENSES**

Bicycle Improvements (items such as handlebars, pedals, seats, tires)

Bicycle Purchase

Bicycle Maintenance/Tune-Up

Bicycle Storage

**NON-COVERED EXPENSES**

Bicycle expenses incurred by your spouse or dependent

Bicycle Clothing

Bicycle Helmets

**Are programs such as Capital Bike Share eligible under the plan?**

**No.** The program design is to encourage all employees to use privately owned bicycles for their daily commute to and from home and their work duty station. Federal regulations do not allow reimbursement for the temporary or long term leasing of bicycles.

**Can I participate or continue to participate in the Transit and or parking Program?**

**No,** the Commuter Bicycle Reimbursement Program is exclusive of any other commuter program the Smithsonian offers. You cannot receive any other commuter reimbursement or subsidy (such as transit or parking) for any month that you request reimbursement from this program.

**What should I do if I am currently enrolled in the transit or parking program and would like to switch to the Commuter Bicycle Reimbursement Program?**

All employees currently enrolled in the transit and or the parking plan who want to take advantage of the Commuter Bicycle Reimbursement Program, must cancel their current transit and and/or parking election before being eligible to use the Bicycle Commuting Reimbursement Program.

Employees that cancel their current election by **February 10, 2020** will be eligible to use the Commuter Bicycle Reimbursement Program beginning **March 1, 2020**.

Claims must be submitted at the end of each month. For example, claims for the March reimbursement month should be submitted after March 31st.

**How do I cancel my current election?**

To cancel a current transit and or parking election follow the steps below.

- Access the Wage Works site via <https://www.wageworks.com> or call 877-924-3967.
- Log into your account using the user name and password you established.
- Select the Commuter tab on the dashboard
- Select Modify or Cancel Commuter Order under the commuter tab
- Once the Change Your Order Screen appears, confirm this is the order that you want to cancel.
- Select the Cancel This Order option at the bottom of the screen.
- Select Cancel This Order on the **SELECT YOUR PASS OPTIONS** screen.

**If I request a reimbursement amount that exceeds \$20, is \$20 the limit that I can receive?**

No, the reimbursement limit is \$20 per qualified month up to \$240 per Reimbursement year.

**Example: If an employee incurs \$240 in eligible services in January, the employee can submit a claim using the same receipt each month from January through December and receive \$20 reimbursement each month totaling \$240.**

**What is the request for reimbursement time filing deadline?**

Employees can request reimbursement within the calendar year but before the final deadline, March 31 of the subsequent calendar year. For example, expenses incurred **January 1, 2019** through **December 31, 2019** can be claimed for reimbursement up to **March 31, 2020**.

**Can I allow another employee to use my Reimbursement?**

**No.** Employees cannot allow another employee to use the reimbursement, give or receive reimbursement to or from another, or use receipts for expenses other than their own. Fraudulent requests for reimbursement will be investigated and subject to appropriate disciplinary action.

**For further information regarding this program, please contact Wage Works at 877-924-3967**