

Full Time Faculty Parking 70% Reimbursement Information & Instructions

This document contains information and instructions regarding the 70% parking reimbursement benefit for Full Time Faculty.

Important Information for the Parking Reimbursement Benefit:

1) To be eligible for parking reimbursement, you must be utilizing the \$16 per day parking program offered by both the Boston Common and Ritz/VPNE garages. If you haven't already signed up for one of these programs, make sure to stop by the garage's office (in the garage) to sign up. Boston Common has two ways to utilize their program; one is with a card they provide for entry/exit to the garage; and one is using a phone app for registering in advance for each day you park. The Ritz/VPNE garage currently just has the card option. Any questions about the \$16 program - either stop by the garage office or call them at the following phone numbers:

Boston Common Garage: 617-954-2098

VPNE Garage: 617-574-7252

2) Since the payments for the \$16 programs are made via credit card, credit card receipts/bills will be fine for submission for reimbursement - as long as the parking information is clear and identified.

3) Parking Reimbursement requests must be made monthly (each submission must only include one month's parking), and must be submitted by the 15th of the following month. (For example, all September receipts must be submitted with one request, and must be submitted by October 15.)

See instructions for Workday submission of receipts on next page.

Workday Instructions for Reimbursement

1. The faculty member creates an expense report for parking reimbursement
 - a. In the memo field, make reference to the month the expenses were incurred.
 - b. For business purpose, select “Daily FT Faculty Parking Benefit”
 - c. Click OK
 - d. See the Create Expense Report job aid for more instructions

Create Expense Report

▼ **Expense Report Information**

Expense Report For * Employee: Tom Wiley

Creation Options * Create New Expense Report
 Copy Previous Expense Report

Memo [prior month] parking reimbursement

Company * Emerson College

Expense Report Date * 09 / 04 / 2020

Business Purpose * Daily FT Faculty Parking Benefit

Cost Center * 800000 Instruction

Program * PG100 Instruction

Fund * FD001 Operations

Additional Worktags

OK Cancel

2. Select Add

- a. Select “Full Time Faculty Daily Parking” Expense Item
- b. Input the Quantity, which is the total cost of the parking
- c. Workday applies the discount
- d. Add a memo itemizing the days parked
- e. Ignore Cost Center, Program Fund, etc. (by selecting the correct spend category, this automatically defaults.)
- f. Attach receipts
- g. Submit the Expense Report

The screenshot shows the 'Expense Line' form in Workday. The form includes the following fields and annotations:

- Date:** 09 / 04 / 2020
- Expense Item:** Full Time Faculty Daily Parking. Annotation: (1) Submit total of monthly parking expenses
- Quantity:** 80. Annotation: (2) add memo
- Per Unit Amount:** 0.70
- Total Amount:** 56.00
- Currency:** USD
- Memo:** parking 8/17, 8/19, 8/24 8/26 and 8/31. Annotation: (3) add receipts
- *Cost Center:** 800010 General Institution
- *Program:** PG100 Instruction
- *Fund:** FD001 Operations
- Additional Worktags:** (empty)
- Receipt Included:**

On the right side, there is an 'Attachments from File' section with a 'Drop files here' area and a 'Select files' button. A note next to it says: (2) add memo (3) add receipts.

At the bottom right, a note states: The reimbursable amount is automatically calculated and the correct budget is charged.

- 3. Workday routes the Expense Report to the “Benefits Partner” because of the Expense Item selected
- 4. You will receive an email when the expense report is approved.
- 5. If approved before Thursday, payment will be sent that Friday, if not, it will be sent the following week.

Please note:

Expenses must be submitted monthly (once per month) and no later than the 15th of the following month. For example, all September receipts must be included in one submission, and must be submitted by October 15.