

# INFORMATION & INSTRUCTIONS FOR SUBMITTING PARKING & PUBLIC TRANSIT RECEIPTS FOR REIMBURSEMENT (*Staff COVID Transit and Parking Reimbursements*)

Please note that this reimbursement is for benefits-eligible staff (not faculty) scheduled to work at least 20 hours per week for parking or transit to work at Emerson College. Also, it's not available if you are utilizing any of the other parking/transit benefits (such as transit/parking through WageWorks).

The reimbursement requests are made via Workday. Please view the video job aid below prepared by finance for the staff COVID Transit and Parking Reimbursements:

<https://emerson.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=64b26961-eea6-412d-9fad-ac0e01230866>

Once viewed, some notes to keep in mind:

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. Keep the receipts for each day you come to campus – note that your receipt could be a copy of your credit card bill showing the \$16 daily parking charge, or a charge for an MBTA ticket.

3. Reimbursement requests must be made monthly (each submission must only include days in a single month), and must be submitted by the 15<sup>th</sup> of the following month. (For example, all September receipts must be submitted with one request, and must be submitted by October 15 – do not include September and October dates in one submission).

4. Make sure you do not submit receipts for months that you have an active WageWorks transit order (these reimbursement requests will be denied)