

Affiliated Faculty – Members of AFEC – Directions for Submitting for Public Transit/Parking Reimbursement

Affiliated faculty who are teaching on campus are eligible for up to \$42.25 per month reimbursement of their public transit and/or parking expenses (note that the addition of parking is specific to academic year 2020-21, due to Covid) – during the fall and spring semesters.

Reimbursement requests are made on Workday, **once per month**.

Please view the video job aid below prepared by finance for the Affiliated Faculty Transit/Parking Reimbursements for step by step instructions:

<https://emerson.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=563db2a1-f596-4564-9851-ac3300f69909>

Important Information:

1. To be eligible for parking reimbursement, you must be utilizing the discounted daily parking programs offered to the Emerson community 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 discounted programs - 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 transit/parking receipts for each day you come to campus – note that your receipt could be a copy of your credit card bill showing the discounted 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 15th 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).