



## FREQUENTLY ASKED QUESTIONS

# Transit Expense Account (PKEA and BVEA)



## GENERAL QUESTIONS

### 1. WHAT IS A TRANSIT EXPENSE PLAN (TEP)?

The TEP covers the Transit Expense Account (TEA) for both parking (Parking Expense Account - PKEA) and bus pass/vanpool (Mass Transit (Bus Pass)/Vanpool Expense Account - BVEA), and the Payroll Deduction Account (PDA-administered through your agency). This plan allows an employee to have pre-tax payroll deductions for these separate accounts.

### 2. HOW MUCH MONEY CAN I SET ASIDE ON A PRE-TAX BASIS FOR THE PKEA AND BVEA?

The 2024 monthly maximum pre-tax limit for the PKEA and BVEA is \$315 for each account. You do have the option to make a monthly election rather than an annual election if you wish to have funds available in your account earlier in the year or will only have expenses for a few months during the year. Monthly elections may only be made by using the Transit Enrollment/Change Form found on [BenefitResource.com/state-of-minnesota](https://BenefitResource.com/state-of-minnesota).

**Note:** A \$50 minimum annual election and contribution per year is required to participate in the PKEA or BVEA. A new election must be made by December 31, 2023, in order to have 2023 funds rollover to 2024.

### 3. WHAT IS A PAYROLL DEDUCTION ACCOUNT (PDA)?

The Payroll Deduction Account (PDA) allows you to pay for payroll-deducted parking and bus pass expenses (for example, the Metro Pass) with pre-tax dollars. The PDA is administered by your agency. If you currently have parking or bus pass deductions from your paycheck and payments are administered through your agency, you are already enrolled in the PDA. Unless you have any additional out-of-pocket parking or transit expenses, you would not need to also enroll in the PKEA or BVEA.

Enrollment in the PDA is "automatic" when you sign up for these expenses through your agency; you do not enroll in this program during Open Enrollment. Any changes to your PDA deductions need to be made through the agency or the office where you originally signed up for parking or purchased your transit pass.

### 4. DO I HAVE TO SIGN UP EACH YEAR FOR THE TRANSIT EXPENSE ACCOUNT (TEA)?

You must elect either (PKEA or BVEA) during Open Enrollment or by December 31, 2023, if you wish to continue participation in the plan and roll over to the new plan year any balance remaining from 2023. Elections can be made or changed during the year, not just during Open Enrollment.

### 5. CAN I CHANGE MY TEA ELECTION ONCE IT IS MADE?

Yes, you can change an election monthly; however, your election cannot be changed to less than the \$50 annual minimum nor to less than what has already been contributed. Such changes can be made throughout the plan year and are effective the first day of the pay period following SEGIP's receipt of the completed Transit Enrollment/Change Form. The form is available at [BenefitResource.com/state-of-minnesota](https://BenefitResource.com/state-of-minnesota).

### 6. CAN I STOP CONTRIBUTING TO A TEA?

You can elect to stop contributing to your TEA once you meet the \$50 minimum annual election and contributions. Your account balance will continue to be available for your use for the balance of the plan year as long as you continue to remain eligible in the plan (i.e., an active employee).

### 7. WHAT HAPPENS TO THE BALANCES IF I DO NOT USE ALL THE MONEY DEPOSITED INTO MY TEA IN A GIVEN PLAN YEAR?

Excess balances at the end of a plan year will be carried over to the subsequent plan year as long as a new election of at least the \$50 annual minimum is made during Open Enrollment or by December 31, 2023. You may adjust your future TEA elections to avoid having excess balances in your TEA, but you cannot reduce the amount to less than \$50 nor lower than the amount of payroll contributions made to the account. If you do not elect to continue your TEA effective January 1, 2024 with at least a minimum \$50 annual election, any funds remaining in your 2023 account after the 2023 plan's run out period (the last day of February 2024) will be forfeited. Any remaining 2023 funds will roll into the 2024 plan year if a 2024 TEA election is made either during the 2024 Open Enrollment or by December 31, 2023.



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### 8. HOW DO I KNOW HOW MUCH MONEY IS IN MY PKEA OR BVEA?

Check your balance using one of the following methods:

- Login to BRIWEB or BRIMOBILE to see your account balance
- Sign up for email or text account alerts through BRWEB
- Call Benefit Resource Participant Services, (800) 300-1672, Monday - Friday, 7am to 7pm CT

## ELIGIBLE TRANSIT EXPENSES

### 9. WHAT IS A QUALIFIED EXPENSE FOR THE PKEA?

Eligible work-related expenses for the TEA-PKEA are defined as expenses paid to park your car (or bicycle) in a facility near the business premises of your employer or expenses paid to park your car at a location from which you commute to work by (a) mass transit, including the light rail system, (b) a commuter highway vehicle (vanpool), or (c) carpool.

### 10. WHAT IS A QUALIFIED EXPENSE FOR THE BVEA?

Eligible transportation expenses for the TEA-BVEA are defined as work-related expenses paid for transportation on mass transit including the light rail system and expenses paid for participation in a vanpool that provides transportation to and from work.

### 11. WHAT QUALIFIES AS A VANPOOL?

Vanpools are defined by the IRS as any highway vehicle that has seating for at least six adults, excluding the driver. At least 80% of the vehicle mileage is expected to be used to transport employees to and from work, and at least half of the vehicle must be occupied for such purpose.

### 12. ARE EXPENSES SUCH AS CARPOOL LANE PASSES, HOV LANE FEES, COMMUTING MILEAGE, TAXICAB FARES AND FUEL ELIGIBLE?

No, only qualified expenses for your workplace parking, bus pass, vanpool or the light rail are eligible.

### 13. CAN I USE A TEA TO PAY FOR MY SPOUSE'S AND/OR DEPENDENT'S WORKPLACE MASS TRANSIT OR PARKING EXPENSES?

No, this account can only be used to pay for your own qualified transportation expenses.

### 14. CAN I USE A TEA TO PAY FOR BUSINESS OR PERSONAL TRAVEL EXPENSES?

No, only work-related qualified expenses are eligible for reimbursement through your PKEA and BVEA.

### 15. CAN MONEY IN A PARKING EXPENSE ACCOUNT BE USED FOR THE BUS PASS/VANPOOL EXPENSE ACCOUNT EXPENSES AND VICE VERSA?

No, money directed to one type of account can be used only for expenses relating to that account.

### 16. HOW DO I ACCESS THE FUNDS IN MY BVEA/PKEA FOR TRANSIT EXPENSES?

You must use the Beniversal Prepaid Mastercard to pay for bus and light rail fares and passes. For vanpool and parking expenses, you may use the debit card or submit claims for reimbursement if expenses were paid out of pocket. A debit card will be mailed to new participants. This is the same card as used with the MDEA and HRA. If you have more than one type of these accounts, you will be issued only one set of cards. Use this card as your form of payment at transit stations, transit service centers, parking terminals, or at the online websites of transit and parking providers. These debit card purchases will automatically adjudicate as eligible expenses at the allowed vendors and no additional documentation is needed.

The debit card for commuter expenses will not work at locations such as Cub Foods, for example, and commuter passes purchased at Cub Foods would not be reimbursed. Reimbursement requests will not be accepted for bus and light rail fares.

Funds are available in the PKEA and BVEA after each pay period. You cannot access the funds until they have been deposited to the account.



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## CLAIMS REIMBURSEMENT

### 17. HOW DO I GET REIMBURSED FOR MY PARKING OR VANPOOL EXPENSES?

After you have incurred your expense, you will need to submit a completed claim with supporting documentation to Benefit Resource. You can do this in one of the following ways:

- The BRIMOBILE app allows mobile device users to submit claims on-the-go.
- Log into BRIWEB to submit an online claim. Complete your claim form, then either upload it to Benefit Resource or print it so you can mail it to Benefit Resource.
- Complete a paper claim form and fax or mail it to Benefit Resource.

The Claim Form is available at [BenefitResource.com/state-of-minnesota](https://BenefitResource.com/state-of-minnesota).

### 18. AFTER A SERVICE IS PROVIDED, HOW LONG DO I HAVE TO SUBMIT MY CLAIM FOR PARKING OR VANPOOL EXPENSES?

Your completed claim must be received by Benefit Resource within 180 days after the service was incurred or paid or by the plan year filing deadline of February 28 (29 if it's a Leap Year), whichever comes first.

### 19. WHAT HAPPENS IF I SUBMIT A CLAIM AND MY TEA BALANCE IS LESS THAN THE AMOUNT OF THE CLAIM?

You will be reimbursed up to the amount of your account balance. The remaining portion of the claim will be paid when the account(s) are funded again with a payroll deduction.

### 20. WHAT KIND OF SUPPORTING DOCUMENTS NEED TO BE SUBMITTED WITH THE CLAIM FORM FOR PARKING OR VANPOOL REIMBURSEMENT?

A receipt from the vendor which shows the vendor's name, the type of service provided, the date(s) the service was provided, and the cost of the service should be provided along with the reimbursement request form.

### 21. WHAT IF I CAN'T SECURE PROPER DOCUMENTATION (I.E., RECEIPTS) FOR AN ELIGIBLE EXPENSE?

In the case where there are legitimate circumstances which prevent you from obtaining appropriate documentation from the vendor (such as using a parking meter), include a note with your reimbursement request that states the reason documentation couldn't be provided.

### 22. CAN I HAVE MY REIMBURSEMENTS DEPOSITED DIRECTLY INTO MY SAVINGS OR CHECKING ACCOUNT?

Yes, you may sign up for direct deposit through BRIWEB or complete and submit the Direct Deposit Authorization Form, which is available at [BenefitResource.com/state-of-minnesota](https://BenefitResource.com/state-of-minnesota).