

*Want your reimbursement faster? File your claim online via the employee portal ([www.BRiWeb.com](http://www.BRiWeb.com)) or via the BRiMobile app, if allowed by your plan.*

(Cut along dotted line)

1. **PART 1** *must* be completed in full.
2. **PART 2** should only be completed if your address has changed.
3. **PART 3** *must* be completed in full. Each line item on your claim form must indicate expenses for a *single* month for either qualified expenses for parking (PRK) or vanpooling (VAN). A reimbursement request for vanpool expenses must include a copy of bills, statements, receipts or cancelled checks. (Please retain originals for your personal income tax records.) The statement of expense *must* include the following information:

- Credit or debit card information should not be included.

- ### IMPORTANT CLAIM SUBMISSION REMINDERS:

- You must activate and use your benefits card for qualified transit benefits.
- Only expenses for parking and vanpooling that were not purchased with a benefit card can be submitted for reimbursement.\*
- The service being claimed must be provided within the time frame indicated in your plan documentation.
- Eligible claims must be received by Benefit Resource within 180 days after the service is provided.
- Items on a claim or supporting documentation should never be highlighted since highlighted items can be hard to read. Credit or debit card information should not be included.
- The request for reimbursement must be based on the date when the service was provided, not on the date when a payment was made.

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