

PARKING/TRANSPORTATION CLAIM FORM

Today's Date: ____/____/____

of pages: ____

Plan Year: 20 ____

Use this form if you are claiming expenses for which you do not have a receipt. Valid reasons you may not have a receipt include: it was not provided at the point-of-service; card capture system was not used; and, metered parking.

Employee Name:		Employer Name/Division Name:	
Employee Address: <input type="checkbox"/> Please check if change of address; you must also change with your HR department.			
Social Security Number or Member ID Number:	Work Phone: ()	Home Phone: ()	

**Minimum check reimbursement is \$25; minimum reimbursement for direct deposit is .50*

Instructions

- Enter the month and year of the date in which the expense was incurred.
- Enter the dollar amount you are requesting reimbursement.
- Sign and date the claim form.

Date of Expense Incurred	Transit Amount	Parking Amount
1.		
2.		
3.		
4.		
5.		

Employee Certification

- I hereby request reimbursement for the above claim amounts.
- I hereby certify that all information I provided is correct and true.
- I have not claimed any of the above expenses in any other plan or expense report.
- I hereby certify that the un-receipted claim amounts are valid reasons as defined above.
- I understand that the claim amounts will be capped at the IRS limitations and my elected amounts.

Employee's Signature: _____

Date: ____/____/____

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Claim Submission Guidelines

- Please number each receipt according to its order of appearance on this form.
- IRS guidelines do not consider cancelled checks as valid documentation.
- Previous balances are not acceptable.
- All reimbursements will be made payable to the employee.

Send completed claims via fax or mail to P&A Group.

FAX: Toll-free (877) 855-7105 or (716) 855-7105

MAIL: Flex Department

17 Court Street, Suite 500

Buffalo, NY 14202-3204

P&A Group Customer Service Information

Customer service representatives are available Monday- Friday, 8:30 AM- 8:00 PM ET.

WEBSITE: www.padmin.com

TOLL-FREE: (800) 688-2611

Electronic Claim Submission!

Upload and submit your claims directly to the P&A website from your mobile device or computer. Log into your P&A account for more information.

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