

TRIP

Adelphi University

Transportation Reimbursement Incentive Program



Summary Plan Description

TRANSPORTATION REIMBURSEMENT INCENTIVE PROGRAM (“TRIP”)

Transportation Reimbursement Incentive Programs, or TRIP’s, are easy-to-use employee benefit programs that help to reduce the burden of qualified transportation and parking expenses. Employees can realize substantial tax savings by paying less in income taxes. TRIP’s allow employee’s to contribute before-tax dollars to special accounts. The contributions are exempt from Federal income and Social Security taxes in addition to most State and Local taxes. This tax-advantaged program allows you to save money on the cost of qualified transportation expenses to and from work. The TRIP plan is offered to all full-time Adelphi employees. There are two categories of eligible transportation expenses. If eligible, you can participate in either or both of these accounts.

- Transit (bus, ferry, train, metro) passes or vanpooling expenses

A Commuter Benefits Transit Plan is a pre-tax commuter benefits plan that is used to pay for your monthly bus, ferry, train or metro passes along with qualified expenses for vanpooling in commuter highway vehicles. Expenses must be incurred when commuting between work and an employee's residence.

- Parking expenses

A Commuter Benefits Parking Plan is a type of pre-tax commuter benefits plan that is used to pay for your parking expenses incurred at or near your business premises. It can also be parking provided on or near a location from which you commute to work by mass transit, vanpooling in a commuter highway vehicle, or by carpool. It does not include parking at or near your residence.

How Much You Can Contribute:

Minimum and Maximum TRIP Amounts		
	For public transit or vanpooling expenses	For parking expenses
Maximum contribution, per month	\$ 260	\$260
Maximum contribution, per year	\$3,120	\$3,120

Transportation or parking expenses not associated with work may not be reimbursed through this plan.

Here’s how the Transit/Parking Plan works:

Effective January 1, 2016 all transit purchases must be made with the new debit card in the amount available in your account at time of use due to IRS revenue Ruling 2014-32. You decide to have an amount of your choice deducted from your paycheck, up to the IRS monthly maximum. These contributions to your TRIP Plan account are made before any taxes (payroll or income) are taken from your earnings.

It is the opportunity to pay for these expenses with earnings that have not been taxed that provides the great value of a Commuter Benefits TRIP account.

The Internal Revenue Service has defined what expenses are eligible for reimbursement and it is always best to verify the eligibility of an item or service prior to incurring the expense.

Participants will receive a commuter debit card. All participants will be able to use their Transit and/or Parking Debit Card for the amount they have available in their account at the time of use. It is up to participants to manage their own personal Transit and/or Parking Debit Card accounts. Please keep in mind that there may be a timing issue with regards to when the funds are loaded to the commuter card based upon payroll deductions.

Unused account balances carry over from month to month for as long as you remain enrolled in the plan. Unused account balances **will** carry over from plan year to plan year.

You may enroll or change your Transit Plan elections on a monthly basis. Your employer has determined the monthly enrollment period and all enrollments or election changes are effective the 1st of a calendar month subsequent to the close of the monthly election period. The maximum pre-tax contribution amounts are determined by the IRS.

Contribution Planning:

To ensure you appropriately utilize your monthly contributions and avoid having any left over unused contributions, you simply need to plan your contributions and monitor your account balance regularly. Although the planning part occurs during the annual enrollment period for the upcoming new plan year, it is important to remember that you can change or suspend your elections monthly, if desired. Before you make your election you should make a list of anticipated eligible expenses. Remember the Commuter Benefits plans do not cover your dependent's expenses. Be sure to carefully review the lists for Eligible Expenses and Ineligible Expenses when planning your contributions.

To manage your account online please visit **myspendingaccount.wageworks.com**. If you are a new user click on "New Users - Register Here" and follow prompts.

You may gain assistance in planning your contributions by filling in the Contribution Planning Worksheet and using it to tabulate your anticipated eligible expenses.

Eligible Expenses:

For Transit:

The following list represents expenses that are frequently reimbursed under a Commuter Benefits Transit Plan. This list is not intended to be exhaustive and is intended only to be used as a general guide. Reimbursement will be based on the rules set out in the applicable regulations and your employer's plan design.

Transit Passes: A pass, fare card, voucher or similar item that entitles the employee to transportation on mass transit facilities for the purpose of commuting to and from the place of employment

Vanpooling: Transportation from home to the place of employment in a vehicle with a seating capacity of at least 6 adults (excluding the driver) where 80% of the vehicle's mileage annually is used to transport employees from home to their place of employment and the number of employees transported is at least 50% of the seating capacity not including the driver

For Parking

The following list represents expenses that are frequently reimbursed under a Commuter Benefits Parking Plan. This list is not intended to be exhaustive and is intended only to be used as a general guide. Reimbursement will be based on the rules set out in the applicable regulations and your employer's plan design.

Qualified Parking:

Parking provided to an employee:

- (1) on or near the business premises of the employer
- (2) at a location from which the employee commutes to the place of employment including commuting by carpool, commuter highway vehicle or mass transit facilities
- (3) where the employer pays the expenses directly to the parking lot provider or reimburses the employee
- (4) where an employer provides parking on premises it owns leases

Ineligible Expenses:

For Transit

Bridge Tolls

Road Tolls Gas

Mileage

Carpool: Unless carpool seating capacity qualifies it as a "vanpool" as defined in the Eligible Expenses list

Taxi Fare: Unless taxi seating capacity qualifies it as a "vanpool" as defined in the Eligible Expenses list

Commuting Expenses Incurred by a Spouse or Dependent

For Parking

Parking Costs at Temporary Work Locations

Parking On or Near an Employee's Residence

Parking for Reasons Other than Work or Commuting to Work

Parking Expenses Reimbursed by an Employer

Parking Expense Incurred by a Spouse or Dependent

How To Receive Reimbursement:

Participants will receive a commuter debit card. All participants will be able to use their Transit and/or Parking Debit Card for the amount they have available in their account at the time of use. It is up to participants to manage their own personal Transit and/or Parking Debit Card accounts. Please keep in mind that there may be a timing issue with regards to when the funds are loaded to the commuter card based upon payroll deductions.

To manage your account online please visit **myspendingaccount.wageworks.com**. If you are a new user click on "New Users - Register Here" and follow prompts. You can contact WageWorks at 1-800-557-3156.

Unused Contributions:

Contributions will carry over from month to month. *Year-end unused contributions will roll over to the new plan year.* Please be advised that if you are contributing the maximum to either or both types of accounts you may need to suspend or reduce your election for a short period in order to claim all of your deductions.

How Long Participation Continues:

You will need to enroll for the TRIP plan each year. Once enrolled in the TRIP plan you will remain enrolled until you elect to stop participation in the plan, at the end of each calendar year, or on your date of termination, whichever comes first. Until then, your election will continue to be deducted from each pay throughout the year.

Termination of Employment:

Upon termination of employment, your contributions will stop and you will no longer participate in the TRIP Account(s). Expenses incurred after you leave Adelphi are not eligible. Any unused funds would be forfeited.

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REQUENTLY ASKED QUESTIONS

Spending Account Online Guide

Q How do I receive reimbursement?

A Participants will receive a commuter debit card. All participants will be able to use their Transit and/or Parking Debit Card for the amount they have available in their account at the time of use. It is up to participants to manage their own personal Transit and/or Parking Debit Card accounts. Please keep in mind that there may be a timing issue with regards to when the funds are loaded to the commuter card based upon payroll deductions.

Q What is the maximum amount that I can contribute to each account?

- For the Transit Account you may elect up to \$260 per month.
- For the Parking Account you may elect up to \$260 per month.

Q Are all of my transactions available online?

A Yes, all transactions are available for viewing on the website.

Q What information about my claim can be found online?

A In addition to the amount, information about the account used, method of payment, and the method of reimbursement can all be found online.

Q Does my paid claim amount include my card swipe?

A Yes, your paid claim amount includes card swipes.

Q How do I view only those claims that need my attention?

A Click "Advanced Search" and select "Claims Needing My Attention" in the "Show Me" section.

Q How do I view my account?

A To manage your account online please visit **myspendingaccount.wageworks.com**. If you are a new user click on "New Users - Register Here" and follow prompts.

Contribution Planning Worksheet

Decide How Much to Contribute

The key to getting the most from your Commuter benefits Plan is to maximize your contributions based on your anticipated eligible expenses. Follow the simple steps below to estimate your out-of-pocket expenses for the coming benefit plan year.

The more you contribute, the more you can save!

- 1. Choose your tax rate**
taxes. Represents the total of all Federal and state payroll and income taxes. The example below uses 34 percent.
- 2. Plan your expenses**
personal Refer to the eligible expenses list when building your own expense list.
- 3. List your expenses** List your anticipated expenses below and enter the expected total annual cost for each expense.
- 4. Do the math** Then do the simple calculations shown in the example below for each expense and total your projected savings and reduced cost when using Commuter Benefits Plan.

	Cost	Your Tax Rate	Savings (Cost * Tax Rate)	Cost using Commuter Benefits Plan
Example: Parking	\$1000.00 X	0.34	= \$340.00	\$660.00
Example: Train	\$8000.00 X	0.34	= \$272.00	\$528.00

Totals:

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