



FLEXIBLE SPENDING ACCOUNT TRANSPORTATION WORKSHEET

TRANSPORTATION FARES, MILEAGE, AND PARKING

Please submit this form as supporting documentation with your online claim in Employee Self Service. The worksheet must include the participant's name and ID #. Each date of service from the Transportation Worksheet should be a separate entry in Employee Self Service. In addition, proof of appointment is required.

Please note: When submitting a claim for reimbursement, you are responsible for ensuring the expenses are acceptable per the IRS guidelines, and appropriate supporting documentation is provided.

Participant Name: _____ **ID #** _____

Date of Service	Destination <small>Providers name, address, city & state</small>	Mode of Transportation or Parking <small>(personal vehicle, taxi, bus, air, parking)</small>	Number of miles traveled	Mileage Rate <small>For personal vehicle miles *\$0.17 for 2020</small>	\$ Amount requested

*If you are using this form for a 2019 expense, please know that the Mileage rate for 2019 was \$0.20. As of January 1, 2020, the rate decreased to \$0.17.

By submitting this Transportation Worksheet, you attest that the expenses you are claiming are a direct result of care, or purchasing items, for the treatment for a medical condition. You are submitting a claim for the mileage for direct travel, the transportation fares and/or the parking fees for those trips, which qualify as eligible expenses.

Participant's Signature: _____ **Date:** _____

TRANSPORTATION WORKSHEET

Transportation fares, mileage, and parking

Eligible transportation expenses may be reimbursed when the transportation is primarily for, and essential to, medical care. Transportation expenses may be reimbursed for the mileage for an appointment with a qualified health care professional or to a pharmacy (or other retailer) for the purchase of items which qualify as eligible expenses.

Expenses for trips that include a personal component, such as traveling to another city when care is available locally or traveling to a retailer to make a purchase that includes items that do not qualify as eligible expenses, are not reimbursable.

Transportation fares for bus, train, subway, plane and taxi are eligible expenses when used solely for the purpose of treating the medical condition. When a personal vehicle is used reimbursement is based on a mileage rate determined by the IRS, which is subject to change. Parking fees are also eligible for reimbursement.

To claim reimbursement of transportation fares, mileage and/or parking fees for an appointment, proof of appointment must accompany the request for reimbursement. Proof of appointment can be the EOB or day of service bill. You may not claim reimbursement for mileage and/or parking for the purchase of products if non-health related items were purchased at the same time.

In addition to the proof of appointment, a paid receipt is required for reimbursement of parking fees.

Example of completed form:

On April 9, 2020, Jane (employee) had an appointment with Dr. Smith. The provider's office is 17 miles, round trip, from Jane's home. Jane drove her personal vehicle from home.

On May 27, 2020, John (Jane's husband) picked up a prescription at Hy-Vee pharmacy. He rode the bus. The bus fare was \$0.75.

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4/9/2020	Dr. Smith's 999 1 st St, Anytown, IA 00000	Personal Vehicle	17	*\$0.17	\$3.06
5/27/2020	Hy-Vee Pharmacy 456 Center St Anytown, IA 00000	Bus	n/a	n/a	\$0.75

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