

Certification for Parking Reimbursement

Employee Name: _____

Date: _____

PeopleSoft ID: _____

I hereby certify that I incurred parking expense near the employer's business premises.

Month	Year	\$ Amount

I understand that the reimbursement payment will be deducted on a pre-tax basis from my annual parking reimbursement / stipend paid by the employer. The maximum annual parking reimbursement / stipend paid by the employer are \$160 in 2015, and \$240 in 2016 and 2017.

- **IMPORTANT:** Attach receipt(s). Receipt **must** be original(s) and must include date(s) paid and amounts paid.
- Please Note: Parking expenses must be substantiated within 180 days after it has been paid.
- Payment will be made once the maximum annual parking reimbursement / stipend is achieved.

Employee Signature

NOTE: Reimbursement / stipend is not subject to federal, state, or local tax.

Reminder: Request for pre-tax parking must be submitted to Supervisor-Personnel Services Fiscal Administration (Tina Stokes).