



Espresa

TEMPLATE

COMMUTER REIMBURSEMENTS

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Commuter Reimbursement Template

We're working hybrid! From home, from satellite offices, and moving back to the office. Getting to and from work isn't always happening, however, COMPANY's commuter benefits cover your daily commute. Planning on making your way in for some face-to-face? We're making it more wallet friendly to do so.

ELIGIBILITY

Transit reimbursements are available to employees who make their way to any of our campuses! Check out your campus map, as we also will reimburse you while you are traveling and visiting other campuses!

We celebrate public and anti-polluting, anti-emissions emitting transit! Walk, take the bus, ferry, or train – COMPANY will reimburse you for your commute.

Public transportation is highly encouraged! COMPANY will reimburse your monthly mass transit costs up to \$260 (USD) and transit parking costs up to \$260 (USD). This reimbursement is included in your paycheck after approval for expenses that are for the current month. For example, any June parking receipts will be paid in July. If you pay July parking in June, wait to submit expenses until July for August payment.

Eligible expenses include:

- Caltrain daily tickets (if you are not eligible for Caltrain Go Pass)
- Daily transit parking at BART, Caltrain, and ferry parking lots
- Monthly transit parking at BART, Caltrain, and ferry parking lots
- Clipper Pass receipts

CALTRAIN GO PASS

COMPANY offers a free Caltrain Go Pass! After your enrollment is confirmed, you'll get a sticker to affix to your ID badge that enables you to use Caltrain for unlimited rides through any zone seven days a week.

REIMBURSEMENT GUIDELINES

- Submit your reimbursement requests no later than the 5th of the month for expenses from the previous month
- All receipts and invoices submitted need to clearly identify the transit or parking supplier, date (which must fall within the eligible month), and amount to be reimbursed – credit card statements or screenshots from banking accounts will not be accepted
- You'll be able to submit receipts for the current and prior month only
- You'll receive your reimbursement in your paycheck at the end of the month for the previous month's expenses, e.g., payment on October 31 will be for September transit expenses
- Unused funds are not carried over from month-to-month
- The reimbursement amount will not be reported on your W2 as this is considered a qualified pre-tax expense

PROCEDURES

COMPANY uses Culture Benefits® platform, Espresa to manage our reimbursements. That means you have a single location either online or in-app to submit your claim and can see in real time when you're approved. Additionally, if there are any issues with your reimbursement request, you'll see it within the chat feature of the platform in real time, so you'll know exactly what to do, and won't have to submit a new claim. You'll simply be able to, for example, resubmit your receipt or add additional details.

Here's what else you need to know:

- Submit your reimbursements by no later than the 5th of the month to submit claims for previous month
- Please make sure that all receipts submitted clearly identify the transit or parking supplier, date within the eligible month, and amount to be reimbursed. Credit card statements or screenshots from banking accounts cannot be accepted
- Keep in mind, you'll only be able to submit receipts for the current and prior month only
- You'll receive reimbursement on the paycheck at the end of the month for the previous month's expense - for example, payments on October 31st will be for September transit expenses
- Keep in mind, there are no carry overs of unused funds

EXCLUSIONS

There are exclusions to eligibility of your reimbursement claim – for example, items that fall outside of the eligibility list above. If you have questions, don't hesitate to reach out to your [Espresa support team](#) and culture team at COMPANY.

How can we help you today? Reach out to your culture team with [Espresa](#) to learn more about how flexible reimbursements can energize your remarkable talent.