



County of San Bernardino

Bike to Work Expense Reimbursement Policy

PURPOSE

The County of San Bernardino established the Bike to Work program to encourage its employees to consider bicycle commuting as an alternative to driving to work alone. The Bike to Work Expense Reimbursement program is a compliment to the Bike to Work program and is provided as a benefit to County of San Bernardino employees. The program allows the County of San Bernardino to reimburse employees for certain qualified bicycle commuting expenses within the meaning of Internal Revenue Code Section 132(f), Qualified Transportation Fringe Benefits.

ADMINISTRATION

The County of San Bernardino Human Resources - Commuter Services (HR-CS) will serve as Program Administrator and is responsible for administration and oversight of the program. HR-CS will make the final determination of program eligibility and reimbursement authorization.

DEFINITIONS

Bicycle – for the purpose of this benefit, a bicycle is a *non-motorized*, human-powered vehicle with two wheels, one behind the other.

Commuting Month – a period of time established by HR-CS for rideshare tracking purposes. Each period represents one of the twelve months in a calendar year and typically ranges in duration from 28 to 35 days.

County - the County of San Bernardino, including any districts that are governed by the Board of Supervisors and any entity with an agreement in place with the County to receive this benefit.

Employee – an individual, who is employed in a regular position by the County, or any entity with an agreement in place with the County to receive this benefit, who is regularly scheduled to work 40 or more hours per pay period. The term employee does not include any leased employee or an individual classified by the County as an independent contractor, temporary, or casual employee, whether or not any such persons are on the County's W-2 payroll, or any individual who performs services for the County, but who is paid by a temporary or other employment agency, such as "Kelly," "Manpower," etc.

Transportation Fringe Benefits – commuter benefits voluntarily provided by the County and authorized under the Internal Revenue Code Section 132(a) - Qualified Transportation Fringe Benefits that allows employees to reduce their monthly commuting expenses for transit; vanpools; work-related parking and bicycle commuting expenses. Monies used for these eligible expenses are excludable from gross income and are not subject to federal taxes.

Reasonable Expenses – Any bicycle expense that is considered a qualified bicycle commuting expense under Internal Revenue Code Section 132 (f)(5)(F)(i).

ELIGIBILITY

A County employee regularly using a bicycle for a substantial (50% or greater) portion of travel between the employee's residence and the worksite at least ten (10) days in a commuting month is eligible for the benefit.

An employee requesting reimbursement must report commuting by bike, using the Commuter Services Rideshare Tracking method, for each month that a reimbursement is requested. Any commuting month in which the employee tracks rideshare participation by bicycling to work at least ten (10) days is considered an eligible month.

An employee requesting reimbursement is ineligible for other transportation fringe benefits during the months they receive funds for bicycle commuting.

An employee must be employed on December 31 of the year in which they incur reimbursable expenses. An employee, who terminates employment before January 1 and prior to March 31 of the following year, may be eligible to receive a reimbursement.

REIMBURSABLE EXPENSES

Reasonable expenses from the two categories below that are actually incurred by a County employee may be reimbursed:

- (a) The cost of purchasing a bicycle that an employee regularly uses, for at least one calendar month in the year the expense was incurred, to travel between the employee's home and the employee's County worksite.
- (b) The cost of improvements, repairs, or storage of a bicycle that an employee regularly uses, for at least one calendar month in the year the expense was incurred, to travel between the employee's home and the employee's County worksite.

The following expenses do not qualify for reimbursement:

- (a) Expense incurred for a bicycle that is not owned by the employee when—or in the case of a purchase, immediately after—the expense is incurred
- (b) Improvements that are primarily decorative
- (c) Any item that is designed to attach to the body or clothing of the rider
- (d) Storage that is not purchased primarily for the purpose of storing an employee's bicycle while the employee is at work for the County.

REIMBURSEMENT LIMITS

The sum of all reimbursements payable to an employee under this Policy for expenses incurred in any year shall not exceed \$240. The \$240 annual reimbursement limit shall be reduced by \$20 for each commuter month in which either of the following is true:

- (a) The employee did not use a bicycle for travel for at least ten (10) days between the employee's home and the employee's County worksite; or
- (b) The employee received a transportation fringe benefit under another County Rideshare program (vanpool or transit bus pass pre-tax)

REIMBURSEMENT PROCEDURE

An employee may apply for reimbursement of qualifying bicycle expenses incurred in any commuting month during the calendar year by submitting to HR-CS a request for reimbursement. Such request shall be made using a Bike to Work Reimbursement Request form and must be accompanied by receipts, invoices, or other statements from an independent

third party showing the item purchased, the date the expense was incurred, the amount of the expense and proof of payment.

An employee may file a request after January 1 but no later than March 31 of the year after the employee incurred the expense.

The request for reimbursement will be processed within thirty (30) days of receipt. In the event additional information is needed from the requesting employee or as a result of special circumstances a thirty (30) day extension may be required. A written notice of the extension shall be furnished to the requesting employee prior to the termination of the initial thirty (30) day period. Reimbursement processing shall not exceed sixty (60) days.

Procedure if Benefits are Denied

If a request for reimbursement under this program is wholly or partially denied, notice of the decision shall be furnished to the requesting employee within a reasonable period of time, not to exceed thirty (30) days after receipt of the request. In the event of special circumstances, an extension of an additional thirty (30) day period may be needed for processing

APPEALS BY PARTICIPANT

The County of San Bernardino Employee Benefits and Services Division (EBSB) has an established Appeals process for all employee benefit programs. In the event an employee receives a request denial under this program, the EBSB appeals process is available.