



STATE OF TENNESSEE GROUP INSURANCE PROGRAM

REIMBURSEMENT REQUEST FOR TRANSPORTATION AND PARKING ACCOUNTS

State of Tennessee • Department of Finance and Administration • Benefits Administration

312 Rosa L. Parks Ave., 19th Floor • Nashville, TN 37243 • 615.741.3590/800.253.9981 • fax 615.741.8196 • email benefits.info@tn.gov

Be sure to read the instructions on the back of this form before completing. Please print or type. Requests can be mailed, faxed or scanned and emailed to the Benefits Administration office at benefits.info@tn.gov. Keep a copy for your records.

EMPLOYEE INFORMATION				
FIRST NAME	MI	LAST NAME		
SOCIAL SECURITY NUMBER	EMPLOYING AGENCY	DAYTIME PHONE NUMBER	EDISON ID	
HOME ADDRESS	CITY	ST	ZIP CODE	

TRANSPORTATION EXPENSES		
DATES EXPENSES INCURRED MONTH/DAY/YEAR	SERVICE PROVIDER	REIMBURSEMENT AMOUNT REQUESTED
TOTAL REQUESTED		\$

FOR OFFICIAL USE ONLY				
SERVICE FROM	SERVICE TO	SUBMITTED AMOUNT \$	DENIED AMOUNT \$	TOTAL AMOUNT PAID \$

PARKING EXPENSES		
DATE(S) EXPENSES INCURRED MONTH/DAY/YEAR	SERVICE PROVIDER(S)	REIMBURSEMENT AMOUNT REQUESTED
TOTAL REQUESTED		\$

FOR OFFICIAL USE ONLY				
SERVICE FROM	SERVICE TO	SUBMITTED AMOUNT \$	DENIED AMOUNT \$	TOTAL AMOUNT PAID \$

**AUTHORIZATION**  
 The above is a true and accurate statement of eligible unreimbursed transportation and/or parking expenses incurred by me on the date(s) indicated.

SIGNATURE	DATE
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Attach copies of receipts from your service provider.

## INSTRUCTIONS FOR REIMBURSEMENT REQUESTS

- Please include your eight digit Edison employee ID number. This is not your Edison user ID nor your Edison password.
- You may not request reimbursement until the service has actually been received, regardless of when you pay for it.
- All expenses claimed must be incurred during your period of coverage. It is not when you pay an expense, but when you incur it that makes it eligible for reimbursement. An expense is “incurred” when you are actually provided with the service that gives you the expense, not when you are formally charged for, billed for or when you pay for the service.
- If you are making multiple payments for a single service, send your statement showing date of service and total amount due with your first reimbursement request.
- If date of service begins in one plan year and ends in the next plan year, a separate reimbursement form for each year is required.
- Be sure to sign and date the form.
- Expenses reimbursed through a reimbursement account may not be claimed on your income tax return.
- If your state paycheck is deposited directly into your bank account, your reimbursement payments will also be deposited directly to your bank account. If you are not enrolled in the state’s direct deposit program, your reimbursement payments will be mailed to you.
- For both Transportation and Parking Accounts, you can only be reimbursed up to the current balance of your account. If your request exceeds your balance, the remaining portion of the reimbursement will be held until your next payroll deduction.
- The maximum expense you can incur during a calendar month is \$255 for both Parking and Transportation Accounts. Even if your account has a higher balance, this is the maximum you will be reimbursed.
- You can submit multiple months on a single form, but the maximum monthly expense limit will be applied.