

Transportation Reimbursement Plan

The Transportation Reimbursement Plan is an employer-sponsored plan which permits you to set money aside on a tax-free basis to reimburse yourself for qualified transportation expenses. Qualified transportation expenses are work-related parking and commuting expenses. In 2012, the maximum allowable parking benefit is \$240 per month and the maximum allowable mass transit/commuter vehicle benefit is \$125 per month. The two benefits can be used simultaneously for a total of \$365 per month.



Eligible Expenses -

To take advantage of this benefit, the expenses must be incurred in order for you to commute to or from work. You can reimburse yourself for qualified expenses related to:

Parking Expenses

Van Pooling Expenses

Mass Transit Expenses



Qualified parking expenses are those work-related expenses you pay for parking your vehicle near your employer's place of business, or in a parking lot from which you commute to work by mass transit, or vanpooling. Qualified parking expenses do not include the parking expenses of your spouse, or parking expenses you may incur to visit a client, seek medical care, or attend sporting events.

Qualified transit expenses include those work-related expenses you pay for purchasing a mass transit pass, fare card, or voucher, which entitles you access to mass transit for the purpose of commuting to and from work. Qualified transit expenses do not include toll road fees, gasoline purchased, or the cost of wear and tear on your personal vehicle.

Qualified vanpooling expenses include those work-related expenses you pay for transportation between your residence and work, but only if transportation is provided in a "commuter highway vehicle", defined as a highway vehicle with seating capacity of six or more not including the driver. Qualified vanpooling expenses do not include the amounts you may pay a neighbor to carpool.

Contribution Changes -

Transportation reimbursement plan participants are permitted to enter/exit the plan, or change the contribution amount during the period of coverage, but only on a prospective basis. Changes will be effective the first of the following month.



Enrollment Process -

Determine what your current expenses are, keeping in mind that the maximum allowable monthly benefit for parking expenses is \$240 during 2012, and the maximum allowable monthly benefit for mass transit and /or commuting expenses is \$125 during 2012. Your election will be based on your monthly expenses and not on total annual expenses, because the plan permits you to enter/exit the plan or change your contribution amount as of the first of any prospective month.

Filing a Claim for Reimbursement -

You will continue to pay your parking and transit expenses as usual and obtain a receipt or other proof from your parking or transit provider that an expense has been incurred. To request reimbursement, you will complete a one (or two) page claim form (Transportation Claim Form), which requests for your employer's name, your name, social security number (or alternate ID number) and address. Sign it; date it; attach your receipts and mail your claim directly to Flex Corp at the address listed on the top of the claim form. You can submit a request for reimbursement at any time, monthly, quarterly or even annually, keeping the applicable monthly maximums in mind. It's your choice.

To ensure prompt processing, it's important that you properly document your claim using valid receipts. It's important that your receipts are legible and that they include the following pieces of information:

1. Date of service
2. Name of service provider
3. Amount charged
4. Description of the service