

## Request for Reimbursement for Bike Commuting Expense during 2024

The Bike Commuter Act of 2008 allowed employers to reimburse bike commuters for up to \$20 per month for reasonable expenses incurred by the employee for the purchase of a bicycle and bicycle improvements, repair, and storage if the bicycle is regularly used for travel between the employee's residence and place of employment. **As of January 2018, the IRS suspended the tax-free portion of this benefit and any reimbursement received will now be taxed.**

Reed College wishes to promote commuting to work by bike, as environmental sustainability and employee wellness are two values that are closely held by the Reed community.

Each year in January, bike commuters may be reimbursed for expenses incurred in the previous calendar year. Expenses must be submitted no later than January 31, and the maximum allowable expense per month is \$20. You may, however, spread the purchase of a bike, for example, over those months in which you used that bike as your primary means of transportation to and from work.

Permissible expenses include the purchase of a bike, bike improvements, tune-ups, repairs and other costs that can reasonably be considered bike expenses (clothing related to biking is not considered eligible).

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I request reimbursement for the following expenses and have attached a receipt for each:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Total amount requested for reimbursement \$ \_\_\_\_\_

I certify that I commuted to work by bike for at least 3/5ths of my work days during these months:

<input type="checkbox"/> January 2024	<input type="checkbox"/> February 2024	<input type="checkbox"/> March 2024	<input type="checkbox"/> April 2024
<input type="checkbox"/> May 2024	<input type="checkbox"/> June 2024	<input type="checkbox"/> July 2024	<input type="checkbox"/> August 2024
<input type="checkbox"/> September 2024	<input type="checkbox"/> October 2024	<input type="checkbox"/> November 2024	<input type="checkbox"/> December 2024

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Reed ID \_\_\_\_\_

This form is to be turned in to human resources before January 31, 2025