

About Parking Cash Reimbursement

Simply place an order for your monthly parking expense, pay out-of-pocket as needed, then file a claim online in Edenred for reimbursement. You will be able to submit multiple claims in one month, as long as they don't exceed \$270*.

Please Note:

- If you are taking advantage of the pre-tax parking reimbursement option, you must also have a transit order.
- You must finalize your parking order by 11:59 PM Eastern on the fourth calendar day of the prior month. For example, April parking orders must be placed by 11:59 PM Eastern on March 4th.
- If you wish to park on campus you will not be eligible to order transit and/or parking through Edenred. For more information regarding on-campus parking please visit www.parking.harvard.edu.

How to Place an Order for Parking Cash Reimbursement

1. Login to the Edenred Commuter Benefits Site by visiting: <http://www.commuterchoice.harvard.edu/mbta>, and use your Harvard Key credentials.
Note: If you are a new employee or are switching from a Harvard parking pass, please allow 1-2 days for access to the system.
2. From your Edenred Commuter Benefits Dashboard, click on **'Place an Order'**.
3. Select **'Park'** from the list of options.
4. Select **'Enroll in Cash Reimbursement'** from the list of options.
Note: Parking Cash Reimbursement reflects any out of pocket parking expense up to the monthly pre-tax limit up to \$270.00*.
5. Enter your order details and select your recurring options.
The amount of your order should match your parking expenses for the given benefit month. When finished click **'Next'**.
6. View your cart, and click **'Proceed to Checkout'**.
7. Confirm your delivery information, and click **'Next'**.
Note: if your delivery information is incorrect, this change needs to be made in PeopleSoft.
8. Review your order. If everything is correct, click **'Place Order'**.
9. A confirmation will display that your order has been placed.

Helpful Tips

Recurring Orders

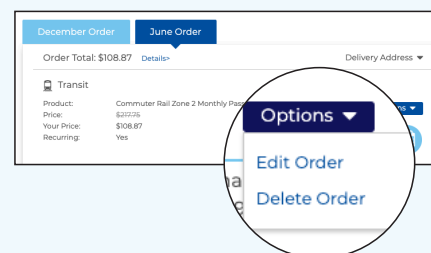
When you set your order to recur monthly, your order will be placed automatically each month. You won't have to log back into your account unless you want to make changes to your order.

Automatically place this order each month?
 Yes No

If there are any months that you do not need your order, simply select **'Yes'**, and select the months you do not need from the calendar.

Editing or Deleting Your Order

You can make changes to your order from your dashboard. Under the **'Options'** button, select **'Edit Order'** or **'Delete Order'**.



Changes to your order can be made up until up until the 4th calendar day of the prior month. The last date to order is displayed on the dashboard.

*As of the 2020 tax year.

How to File a Claim for Parking Cash Reimbursement

Filing a Claim:

1. Once logged into your commuter benefits account, from the side menu select 'Reimbursement', then click 'Parking'.
2. Read the information on what you need to know before submitting a claim, then click 'Start a Claim'.
3. Fill out the form, attach parking expense receipts, then click 'Submit Claim'.
4. A confirmation will display letting you know your claim has been submitted. Once approved, a check or direct deposit will be sent to you.

Helpful Tips

Your Claims

You can check the status of your claims by selecting 'Reimbursements', then click on 'Parking'. At the bottom of the screen, you can view your claims by selecting the 'Your Claims' tab.

Setting Up Direct Deposit

Any claims approved before your direct deposit account is verified will be paid by check, and mailed to your delivery address on file.