

# Meredith Employee Bicycle Commuter Subsidy Guidelines

## INTRODUCTION

As part of Meredith's comprehensive health and wellness initiative designed to enhance employee health and well-being, Meredith will subsidize up to \$240 per calendar year toward bicycle commuting expenses for **eligible employees**.

## BICYCLE COMMUTER BENEFIT

Employees regularly using a non-motorized bicycle for a substantial (50% or greater) portion of travel between the employee's residence and the worksite can receive assistance defraying some of the costs a bike commuter may incur. These costs may include the purchase of a commuter bicycle, commuting gear (helmet, gloves), bike lock, bike parking/storage, bike upgrades (lights, racks), repairs and general maintenance. These are considered reasonable expenses as long as the bicycle and equipment is regularly used for travel between the employee's residence and place of employment.

The benefit will be provided through a cash reimbursement method. Employees will log bicycle commuting sessions and receive \$20 per month for months in which they commute to and from work at least ten times. Employees will provide receipts for covered expenses and applications for reimbursement must be received by March 31 of the year after the employee incurred the expense.

Employees applying for the bicycle commuter subsidy are ineligible for other transportation benefits (transportation in a commuter highway vehicle, transit pass or qualified parking benefits) during the months they receive funds for bicycle commuting.

## REMEMBER

A personal physical fitness program should be a way of life and a continuing program of exercise and conditioning. A personal fitness program can make life more enjoyable and rewarding. Medical authorities advise that you check with your doctor before beginning any type of exercise program.

### For questions on approval of qualifying expenses:

1. **Secure documentation of the cost.**
2. **E-mail this information to [address@email.com](mailto:address@email.com) for approval.**

### For reimbursement:

1. **Submit claims for reimbursement once per calendar year.**
2. **After incurring qualified commuting expenses, requests for reimbursement must be submitted by March 31 of the year after the expense is incurred. Remember to include copies of your receipts and commuter participation tracking.**

**If you have any questions about this process, please contact CONTACT NAME at 555.555.1234 or e-mail [address@email.com](mailto:address@email.com).**

Meredith reserves the right to review and revise the health and wellness reimbursement guidelines on an ongoing basis. Subsidy offered during this calendar year only and subject to review for continuation next year.