
Bus and Transit Reimbursement Procedures

Human Resources

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Summary

This document summarizes the manner in which the Getty will reimburse employees for bus and transit passes. It is the intent of the Getty to reimburse employees for public transportation expenses in full. The employee will be subject to IRS imputed income rules, based on the amount received per month.

Employee Process

- 1) Employees will purchase bus passes / transit cards or tokens from Los Angeles area transit authorities strictly for the purpose of commute to work.
- 2) Employees who have access to FIS will complete a Getty Subsidized Transit Expense Report. The preferred method for submission is to scan and upload the bus/transit receipt into FIS. However, if the employee does not have access to a scanner, they may print the expense report, sign it and send it, along with the bus/transit pass receipt, to HR Benefits.
- 3) Expense reports are routed directly to the Benefits Manager in HR for approval.
- 4) If an employee does not have access to FIS, the designated Finance Coordinator in their respective department will generate an expense report for the employee. The Finance Coordinator will ensure that the employee prints his/her name on the receipt and signs it, before submitting the form with receipt for reimbursement. (Note: This primarily impacts Security and Facilities and Grounds.)

Approval Process

HR Benefits reviews receipts and expense reports to ensure the employee and finance coordinator are following this process and approves the bus passes submitted by the employees through the FIS system. If it is determined that the report is a duplicate expense report, the expense report will be denied and the reason will be written in the comment section.

If the expense report does not have a receipt, the employee will be asked to present the receipt, before it will be approved. If the employee loses a receipt they will be required to provide a copy of their bank statement or credit card statement listing the transit charge, before the expense report will be approved.