



COMMUTER BENEFIT PROGRAM

Overview

Commuting to work – and the expenses associated with it – is a necessity for most people. The Commuter Benefit Program from the Judiciary allows pre-tax paycheck contributions to help pay for eligible transportation and parking expenses incurred while commuting to and from work. It's an easy way to make commuting to work more convenient and affordable. The amount you contribute to your account will carry over from month to month and year to year until you elect to change it or cancel it, or until you terminate employment with the Federal Judiciary.

How the Commuter Benefit Program Works

- 1. Enrollment:** Enroll in the Program by electing a pre-tax, monthly contribution for the Mass Transit Account and/or the Parking Reimbursement Account through the JBC. The IRS reviews and updates the maximum monthly amount annually. For this year's maximum amount, review the Commuter Benefit Program Summary Plan Description document on JBC <https://judiciary.lifeatworkportal.com> > Library > Enrollment Guides.
- 2. Funding:** Paycheck contributions are automatically deposited to the appropriate account, and the JBC Flexible Benefits debit card is used to purchase monthly transit passes and/or pay for qualified parking expenses. Please note that the JBC debit card is required for all mass transit expenses except vanpool. Mass Transit is not eligible for direct reimbursement. Keep in mind that while the JBC debit card can pay for both transportation and parking fees, each account is separate. Per IRS rules, funds may not be transferred from a Mass Transit Account to a Parking Reimbursement Account, or vice versa.
- 3. Paying for qualified expenses:** Commuter Benefits are set up as "pay as you go" accounts. This means that expenses can only be reimbursed up to the amount available in your account. You have access to your funds once a contribution is deposited into your account. However, you can only be reimbursed as the services is incurred, even if you prepay several months in advance.
- 4. Requesting reimbursement/substantiating purchases:** Using the JBC debit card is the easiest and fastest way to pay for your expenses; you won't need to request reimbursement and no claim forms or receipts are required. If your parking provider or vanpool will not accept the JBC debit card, you may file claims online to be reimbursed for qualified expenses. Submit claims and request reimbursement online by logging into the JBC website via JENIE or directly at <https://judiciary.lifeatworkportal.com>, then select the tile "View or submit claims, see your eligible expenses, and more."
- 5. Reimbursement claims processing:** The JBC promptly processes requests. Reimbursement requests are paid by direct deposit.

Reminder:

Expenses must be incurred, submitted, and substantiated within 180 days to be eligible for reimbursement.

COMMUTER BENEFIT PROGRAM

Frequently Asked Questions

Who is eligible to participate?

Most employees are eligible to participate in the Commuter Benefit Program. If a Court subsidy is available, employees may not be eligible to participate in the Commuter Benefit Program. Be sure to check with your local HR office for more details on Court subsidies.

What types of expenses are eligible?

IRS rules determine which expenses are eligible and ineligible. In general, the Commuter Benefit Program covers transportation and parking expenses related to your commute to work.

Eligible expenses

- train
- subway
- bus
- ferry
- vanpool
- parking at/or near work
- parking at/or near public transportation to get to work

Ineligible expenses

Transit expenses not directly related to your daily commute such as:

- travel between offices
- business travel
- mileage, tolls
- taxis and limousines
- parking costs that are not work related
- parking at an airport for air travel (even if it's travel for work)

Do my Commuter Benefit Program funds expire?

Commuter Benefit Program funds do not expire unless you leave the Federal Judiciary. These funds will continue to roll over month to month, year to year, as long as you remain employed with the Federal Judiciary.

What happens if I leave the Federal Judiciary?

If you should terminate employment with the Federal Judiciary, any unclaimed funds cannot be refunded. However, you may submit claims incurred before termination if the claims are submitted within 180 days of the date of service on the claim.

Will I receive a JBC Flexible Benefits debit card?

Yes, if you are not currently receiving other JBC benefits, you will receive a personalized JBC debit card within two weeks of your enrollment being processed.

No, if you are already enrolled or are enrolling in a Health Care Reimbursement Account (HCRA) or Limited Purpose Health Care Reimbursement Account (LPHCRA) or Dependent Care Reimbursement Account (DCRA), you will receive one debit card that can be used for all Flexible Spending and Commuter Benefit Program expenses.

How do I submit for reimbursement?

Per IRS rules, transportation expenses other than vanpool services do not qualify for direct reimbursement. It is mandatory to use the JBC debit card for all transportation expenses except vanpool and parking. Claim submission is not necessary when the JBC debit card is used for IRS-approved commuter expenses.

If the JBC debit card is not accepted at a vanpool or parking provider, you may file claims to be reimbursed online at <https://judiciary.lifeatworkportal.com> then select the tile "View or submit claims, see your eligible expenses, and more." On the next screen, choose the "Resource Center." Locate "I Want To" then select "File a Claim."

Why was my commuter benefits purchase declined when I paid by debit card?

The JBC debit card is programmed so it can only be used at locations where qualified transportation or parking services are sold.

If a purchase was declined, it is most likely because the location sells ineligible items, your purchase exceeds the IRS monthly maximum limit, or your balance was insufficient to cover the expense.

How do I change my Commuter Benefit Program contributions?

Change monthly JBC contributions at any time by logging in to the JBC home page > Life Events > Explore or Report a Life Event > Change Commuter Election.

Contact Us

For more information, please call the Judiciary Benefits Center (JBC) at 877-207-3220. Representatives are available 9 a.m. to 8 p.m. ET, Monday through Friday, except federal holidays.