

Corporate Policies & Procedures

Policy:	Commuter Benefit Reimbursement Plan		
Department:	Human Resources	Sub-Department:	Benefits
Original Date:	4.18.2016	Version:	4.5.2019

SCOPE:

The Policy applies to eligible employees of MHM Services, Inc. d/b/a Centurion Group, Inc. (“Centurion”) and its subsidiaries (collectively, the “Company”).

PURPOSE:

To provide an opportunity for employees to pay for commuter-related expenses, such as parking and public transportation, using pre-tax funds.

ELIGIBILITY:

All employees are eligible to participate in this program.

EXCLUSIONS:

Independent Contractors and LOCUMs are excluded, as are employees of our affiliated subcontractors.

POLICY:

Centurion allows employees to set aside a portion of their pay for qualified work-related transportation expenses for mass transit, vanpool and parking. The commuter benefit program, administered by a third party vendor, will help employees save money on commuting costs. Employees can place orders online for Commuter Check Vouchers, Debit Cards, and Fare Cards for a number of transit authorities. The selection(s) will be sent to the address entered at time of placement. Commuter checks for bicycling vouchers are not available under this program.

Employees can set up a pre-tax deduction, up to IRS monthly limits, for both Transit and Parking related expenses. Employees can order products that total more than the IRS limits; however, any amount over the IRS limit will be withheld on a post-tax basis. The amount will be deducted from the employee’s paycheck on the next applicable pay period after making the election. No retroactive changes may be made.

Employees cannot receive cash back for the difference when redeeming Commuter Checks or other vouchers. Commuter Checks are good for 15 months and will not be refunded, replaced or exchanged when lost, stolen, damaged or expired.

Employees cannot use money set aside for Parking to pay for Transit vouchers, or vice versa. Employees who select the Parking option have up to 180 days from the date of service to file their parking cash reimbursement orders. Claims are paid via check or direct deposit. Any cash reimbursement orders that remain unused will roll forward until the employee terminates.

If an employee terminates, they have 180 days from the date of termination to submit for cash parking reimbursements. This reimbursement is only for services prior to the date of termination. Any monies left after the 180 day grace period are forfeited.

PROCEDURE:

Employees must create an account and place orders for Transit and/or Parking products online at www.tri-ad.com/commute. Employees must make elections by the 10th of each month for the following benefit month. Tri-Ad will send Centurion information about elections made to ensure appropriate deductions are set up for the next applicable pay. Tri-Ad will then send the employee's order to the address on record by the 1st of the following month.

In order to receive a Parking/Transit order for July, the employee must place their order before June 10th. Centurion is not responsible if an employee misses the deadline to place a monthly order or does not actively turn off a recurring election with Tri-Ad by the deadline of the 10th.

Tri-Ad will only refund one order per year in the event your order is not received in the mail. To apply for a refund, complete a claim form and submit a receipt for a transit pass or fare media product of equal or greater value than your order in the same benefit month.

Employees who have problems with delivery by U.S. Postal Service are encouraged to use the debit card option. The card is personalized and will be loaded each month with the amount the employee specifies.

For Parking reimbursement, employees can elect a monthly amount to be set aside from their paycheck in to a pre-tax spending account. Once they have incurred eligible out-of-pocket parking expenses, they can complete a claim form and submit it with receipts for reimbursement.

If an employee has a dispute regarding the Commuter Benefit Account, they will need to reach out to the Tri-Ad Participant Services Center at (800) 844-1372 or email flexmail@tri-ad.com.

This policy and guidelines may be amended at any time and are subject to change at the discretion of the Company.