

TRANSPORTATION ALLOWANCE – NEW YORK & STAMFORD

NAME: Dana Levy DEPT: Accounting EXT: 6973

The basic Oaktree Transportation Allowance is \$100 per month. Staff members have several options in how the allowance can be paid to them. Please select your preference below and submit the form to Alyson Garrido in Los Angeles.

☐ METROCARDS AND/OR TRANSITCHEKS

If the combination selected is less than \$100, the remainder will be paid via regular payroll (end of the month paycheck). You can also submit receipts for reimbursement if: (a) you are receiving less than \$100 in transit cards/cheks and you purchase additional tickets on your own, or (b) if your total commuting expenses via the public transportation system (taxis not included), exceed \$180 (see Reimbursement below).

Indicate below the quantity selected:

_____ \$112 30-day Unlimited MetroCard

_____ \$50 TransitCheks (non-refundable)

_____ \$35.71 MetroCard (15 rides)

_____ \$47.62 MetroCard (20 rides)

☒ REIMBURSEMENT

If you (a) park in the city or (b) spend more than \$180 per month commuting to work via the public transportation system (taxis not included), Oaktree will pay you in the last pay check of each month as follows, upon submission of your receipts:

\$100 on a tax-free basis; and for expenses exceeding \$180 for parking/commuting in any month, Oaktree will reimburse the amounts over \$180 up to an additional \$150 per month (pre-tax to the maximum IRS allowable).

Receipts should be submitted by the 15th of each month using the Commuter Reimbursement Form, available in the HR section of OaktreeCentral (*Departments > Human Resources > Forms*)

☐ ALLOWANCE

If you are unable to provide receipts for your method of transportation (riding with a friend, using taxis, walking, etc.), Oaktree will pay you the basic \$100 allowance on a taxable basis with your regular pay in the second pay period each month.

IRS RECORDKEEPING

IRS regulations require staff members to provide documentation showing that an amount equal to the reimbursement was actually spent for qualified transportation and to certify that such transportation was used in conjunction with commuting to work. Examples of proper documentation are a used transit pass or a copy of a transit pass, parking passes or receipts issued by a vendor, etc. The documentation should be attached to a completed Commuter Form, signed and sent to HR no later than the 15th day of the month in order to receive pre-tax benefits for that month. Staff members not providing proper documentation will receive the basic transportation allowance on a taxable basis for that month. For staff members receiving MetroCards or TransitCheks from Oaktree, the only requirement is the signed TransitChek Receipt form, which certifies their use for purposes of commuting to work.

IRS REGULATIONS

- ◆ Up to \$245/month can be provided tax-free for parking, transit passes and/or transportation via the public transportation system (i.e. bus, subway, train -- taxis not included).
- ◆ Pre-tax allowances cannot exceed the amount actually expended by an employee or family members.
- ◆ Allowances provided for other methods of transportation or amounts that exceed what was actually spent must be taxed as ordinary income.
- ◆ Oaktree must follow IRS record keeping requirements in order to provide any tax-free benefit to staff members.

If you have any questions, please don't hesitate to contact Odette Rose at ext. 1906 or Alyson Garrido in Los Angeles at ext. 6393.