

Baltimore Research and Education Foundation, Inc.	Parking Reimbursement for Part-time Employees Policy	No.		11
		Effective Date		04/30/2009
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011.	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will reimburse part-time employees parking costs.

2.0 Scope

This policy applies to part-time employees.

3.0 Policy

3.1 Part-time employees working less than 20 hours/week may be reimbursed at the rate of one-half the cost of their parking up to a maximum of \$21.25/month. Approval for this reimbursement is at the discretion of the employee's supervisor and the BREF administration. Original receipts are required for reimbursement.

4.0 Responsibilities

5.1 Employees working less than 20 hours/week who would like to request partial reimbursement for parking fees should sign their parking receipt and bring the receipts to the accountant. The employee should also ask their supervisor to indicate approval of the reimbursement by also signing the receipts(s) or emailing the accountant their approval.

5.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
12/10/2008	A	Heather Riley	Put policy in approved format.
01/26/2011		Shirley Rutledge	No revisions. Policy approved at the BREF Board meeting held 1/26/2011.