

Baltimore Research and Education Foundation, Inc.	Partial Reimbursement of Monthly Transit Passes for BREF employees Utilizing Public Transportation Policy	No.		15
		Effective Date		03/10/2009
		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 employees for their public transportation.

2.0 Scope

This policy applies to all BREF employees who use a Monthly Transit Pass for public transportation to and from work.

3.0 Policy

3.1 Full time BREF employees who utilize public transportation to and from work (subway, light rail or bus) and buy their pass on a monthly basis may be reimbursed for one-half the cost of the monthly pass, up to a maximum reimbursement of \$42.50 per month.

3.2 To receive a reimbursement, employees must bring their original monthly pass (not a copy) and a signed purchase receipt to the accountant in the BREF office each month. The accountant will make a copy of the pass and attach the receipt.

4.0 Responsibilities

4.1 It is the responsibility of the employee to bring his/her original monthly pass, along with the signed purchase receipt, to the accountant in the BREF Office.

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.