



FLEXIBLE BENEFITS REIMBURSEMENT REQUEST

University of Tennessee • Payroll Office
P115 Andy Holt Tower • Knoxville, Tennessee 37996 • (865) 974-5251 • Fax: (865) 974-3530

TRANSPORTATION AND PARKING ACCOUNTS

Use this form to request reimbursement for Transportation and Parking accounts. Please print or type all information.
Return your requests to the UWA payroll office.

Monthly

Biweekly

EMPLOYEE INFORMATION			
Last Name	First Name	Middle Initial	Personnel Number
Home Address	City	State	Zip Code
Responsible Account	Office Phone	Employment Date	Effective Date

TRANSPORTATION EXPENSES		
Date(s) Expenses Incurred	Service Provider	Reimbursement Amount Requested
Total Requested		\$

PARKING EXPENSES		
Date(s) Expenses Incurred	Service Provider	Reimbursement Amount Requested
Total Requested		\$

The above is a true and accurate statement of eligible unreimbursed transportation and/or parking expenses incurred by me on the date(s) indicated.	
Employee Signature	Date

Attach receipts from your service provider