

**QTA QUALIFIED TRANSPORTATION ACCOUNT
PARKING AND TRANSIT REIMBURSEMENT REQUEST**

EMPLOYEE INFORMATION	
Employee Name:	Last 4 Digits of SSN:
Employer:	

PLAN PARAMETERS
Maximum Reimbursement: Parking: \$300 per month / Transit: \$300 per month

QUALIFIED EXPENSES					
Account Type	Start Date	End Date	Receipt (Y/N)	Provider	Amount

Submit Claims To:	Group Dynamic, LLC Address: US Falmouth, ME 04105 Email: claims@gdynamic.com Fax: 207-518-5200
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I request reimbursement for my qualified expenses as itemized above. I certify that I incurred these expenses as an employee of the employer named above and that these expenses are not eligible for reimbursement from any other source. I understand that these expenses must qualify for reimbursement under the Internal Revenue Code and cannot be claimed as credits or deductions on my personal income tax. I have retained copies of the receipts and documentation enclosed with this request. I understand that materials submitted will not be returned to me.

SIGNATURE:	DATE:
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If you are submitting a request with NO receipts, a second signature is required below:
 Expense Certification: I hereby certify that for each expense listed above for which I have not attached documentation verifying the expense, that a receipt or statement was not available as part of the normal business transaction from the provider listed above.

SIGNATURE:	DATE:
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*Reimbursement requests received before 12 Noon (ET) on Tuesday will be processed that week.
 Requests received after 12 Noon (ET) on Tuesday will be processed the following week.*

Phone: 800-626-3539 **Website:** www.gdynamic.com