

[QTFB Website](#)

[QTFB FAQs](#)

[Enroll Now](#)

**Enrolling, Changing
or Stopping QTFB
Assistance**

Contact MI HR Service
Center
at 877-766-6447
Monday – Friday
7:00 a.m. – 6:00 p.m.

**Reimbursement
Claim Assistance**

Contact Employee
Benefits Division (EBD)
at 800-505-5011
Monday – Friday
8:00 a.m. – 5:00 p.m.

**ATTENTION: the pre-tax
qualified parking
employee benefit has
expanded!**

The Qualified Parking Spending Account program will now allow employees to claim eligible vanpool ([MichiVan](#) only) expenses* and has been renamed Qualified Transportation Fringe Benefits (QTFB). Following are other important changes you should be aware of:

**Vanpool fuel cost is not an eligible expense.*

QTFB Enhancements to MI HR Self-Service

You can now electronically submit your requests for reimbursement, and monitor your claims and account balance through [MI HR Self-Service](#).

Enroll, Change or Stop your QTFB Account

Enrollments, deduction changes, and stopping your account can all be done through [MI HR Self-Service](#). Enrollments and deduction changes will be effective the first day of the month following the date you make the change unless you elect a later date. For example, enrollments or deduction changes made during the month of May would automatically take effect June 1 unless you select a later month.

Deductions are stopped at the end of the pay period that you choose.

QTFB Reimbursement Claim Requirements

The way claims are paid has changed. Your account balance must be sufficient at the end of the month to cover any expenses you are claiming for that month or earlier. In accordance with IRS rules, funds contributed in a subsequent month cannot be used to cover costs incurred in earlier months. Therefore, if a claim you submit exceeds the funds available at the end of that month, only a portion of the claim will be reimbursed. For example, if you submit a claim for April in the amount of \$40 but you only have a balance of \$30 in your account at the end of April, you would receive reimbursement for \$30.

Documentation to substantiate your eligible expenses is required for all claims submitted (the only exception is for metered parking where a receipt is not available in the normal course of business). You will receive reimbursement ONLY if the appropriate documentation is provided.

Claims must be submitted in a timely manner. The deadline for submitting a claim is 180 days from the last day of the month in which the expense was incurred. Any claims submitted after this deadline will be ineligible for reimbursement.