

American University Bicycle Commuting Benefit Affidavit Instructions

In support of our sustainability initiative, American University offers a bicycle benefit that the university fully pays. Faculty and staff can receive a \$20 voucher for each month they commute regularly by bicycle for a substantial portion of their travel between home and work. The voucher is intended to pay for a bicycle's purchase, storage, repair, and maintenance. Participants are eligible for only one commuter benefit per month – either the transit commuter benefit, AU parking, or the bicycle commuter benefit.

The AU Bicycle Commuting benefit is an AU reimbursement, and the university tracks and monitors the use of the benefit. To receive the bicycle commuter benefit, you need to take the following actions:

1. Plan for and monitor your use of the benefit;
2. Sign and return the attached affidavit to Andie Rowe, Human Resources, by the 10th of the month preceding your commuting benefit start date.

Plan for and monitor bicycle benefit use

As a first step, determine whether you will be commuting by bicycle more than 50% of each month during the current calendar year.

Next, log onto the [Optum Financial website](#). Elections must be made to either recur throughout the year or by making an election by the 10th of each month for the month following (e.g., an election for February must be made by January 10).

To select your bicycle benefit:

- Click the "Place an Order" tab and select "Biking" as your commuting method.
- Enter the desired voucher amount per month (\$20 max).
- **If you expect to commute by bicycle more than 50% of each month during the year:**
 - Select "Yes" to automatically place this order each month.
 - Click "Next" to agree to the terms and conditions and select the "Place Your Order" button.
- **If you expect to commute by bicycle more than 50% of some known months during the year:**
 - Select "Yes" to automatically place this order each month.
 - Select "Yes" if there are known months you do not need this order.
 - Uncheck any months you do not plan to commute.
 - Click "Next" to agree to the terms and conditions and select the "Place Your Order" button.

For example: If you plan to commute to work by bicycle through May but will not be working during June, July, and August, then you could select the automatic recurring option and uncheck any months you do not commute. If you are not sure about your plans to commute to work by bicycle, you should not select the recurring option.

- **If you expect to commute by bicycle on a month to month basis:**
 - On the home page of your Commuter benefit account, click on the edit icon on the pending order page for Bicycle products.
 - Click "Check Out," agree to the terms and conditions, and select "Place Your Order" button.
- **If you would like to stop the bicycle commuter benefit completely:**
 - Go to the home page and delete your shopping cart.
 - Sign and Return the Bicycle Commuting Benefit Affidavit
 - Complete, sign, and return the attached affidavit to Andie Rowe in Human Resources.

If you have any questions, please email hrpayrollhelp@american.edu.



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My election on the [Optum Financial website](#) accurately reflects my bicycle commuting plan. I plan to commute by bicycle for a substantial portion of the months in which I am regularly scheduled to work and for which I have/will elect to receive the benefit.

I understand willful falsification of information contained in this Affidavit may result in the university immediately terminating my enrollment under the university-sponsored benefit.

I certify that the foregoing information is true and correct and understand that providing false information or failure to timely notify Human Resources of a change in coverage eligibility may result in disciplinary action up to and including termination of employment from American University. I agree in the event of misrepresentation, false declaration or the failure to provide timely notice, the university may recover damages and costs from me for all costs and expenses incurred by the university as a result of that false declaration, including, without being limited to, sums for benefits to which a person was not entitled and attorneys' fees incurred by the university to recover its damages.

_____	_____
Name	AU ID

_____	_____
Signature	Date

Current Calendar Year

To receive the AU Bicycle Commuting benefit, new plan participants will need to sign and return this affidavit by the 10th of the month preceding your commuting benefit start date.

Send the signed form to Andie Rowe in Human Resources via one of these methods:

- Campus Mail
- E-mail scanned copy to hrpayrollhelp@american.edu