

Claim Form Instructions

Qualified Transportation Plans (QTP)

Complete all sections of the claim form. PLEASE TYPE OR PRINT. Once you have complete the form, SIGN and DATE it. Retain copies of all documents for your records. Submit your claim to INNOVA via fax, upload, or mail. Faxing your claim will expedite reimbursement. Contact your employer for reimbursement schedule.

Failure to comply with the following instructions may result in your claim being delayed or returned to you.

- A. Indicate month or period of time that the expense was incurred (enter each month as a separate entry), service provider, number of documents attached, and the amount to be reimbursed from your Transportation Reimbursement Account.**
- B. SUPPORTING DOCUMENTATION:**
- Canceled checks
 - Payment receipts
 - Daily parking stubs
 - Copy of transit pass
 - Monthly invoice
 - *If none of the above items are readily available, you may submit your claim form along with a "Certification of Transportation Expenses" that is available on our website.*