



CITY OF PROVIDENCE

3.13 PARKING REIMBURSEMENT POLICY

Purpose

The Parking Reimbursement Policy is intended to establish clear guidelines and procedures for the reimbursement of parking expenses incurred by City of Providence staff authorized to use a City-issued parking pass. By designating UPP Rhode Island, LLC (Civic Center Garage) as the primary parking vendor and allowing for reimbursement of alternative parking options utilized by authorized City employees. This policy aims to ensure equitable and efficient management of parking costs while promoting compliance with established reimbursement protocols. The policy seeks to facilitate financial accountability, support employee parking needs, and maintain consistency in the administration of parking-related benefits.

Scope

This policy applies to all employees of the City of Providence who are authorized to have a City-issued parking pass. This includes management and non-union personnel.

Policy

1. Parking Designation and General Allowance

- A. As of July 2024, the City of Providence has designated UPP Rhode Island, LLC (Civic Center Garage) at 165 Washington Street as its primary parking vendor for staff authorized to have a city-issued parking pass.
- B. To provide access to this benefit for employees who choose not to park at this location, the City will reimburse employees for costs incurred while parking at another location, up to the amount equivalent to a monthly pass at the designated garage.
- C. If employees choose to utilize an alternative parking vendor or location, they may now be reimbursed up to the cost of a monthly Civic Center Garage pass.
- D. Employees will be responsible for covering any cost differences between the Civic Center Garage and the alternative vendor.

2. Authorized Parking Vendors:

The Civic Center Garage, managed by UPP Rhode Island, LLC, located at 165 Washington Street, is the designated parking vendor for which the City will directly reimburse parking expenses.

3. Reimbursement Procedure:

- A. Employees authorized to receive parking reimbursement must obtain approval from their respective department directors.
- B. Employees using Biltmore Garage, or any other approved vendor will be reimbursed up to the cost of a Civic Center Garage monthly pass and must cover any additional costs themselves.
- C. To receive reimbursement, employees must submit all required documentation, including invoices and receipts, in accordance with the City's reimbursement protocols and practices.
- D. The City will not cover the cost for parking tickets, fines or towing fees.

4. Submission and Documentation:

- A. Employees must submit a copy of their parking bill or invoice to the Finance Department on at least a monthly basis.



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- B. Invoices and receipts must include:
 - 1. Employee's name
 - 2. Parking location
 - 3. Billing period
 - 4. Amount due
 - C. Employees must obtain their director's signature on the invoice and indicate the amount of reimbursement the employee is entitled to based on the cost of what their monthly pass would have been for the civic garage.
 - D. Failure to provide complete and accurate documentation may result in denial of reimbursement.
5. **Payroll Deduction Setup**
- A. Upon receipt of the parking bill, the Finance Department will process the request and set up the cost of parking as a payroll deduction. The deduction will be for the total amount of parking minus the cost of the reimbursement that would be issued.
 - B. Payroll deductions will continue automatically each pay period unless:
 - 1. The employee submits a written request to cancel or modify the deduction, or
 - 2. The Finance Department is notified of a change in parking arrangements.
6. **Pass Usage Restrictions**
- To ensure compliance and fairness in the administration of parking benefits, employees are strictly prohibited from sharing parking passes or allowing multiple users per pass. Each parking pass is assigned to an individual employee and is intended for their exclusive use only.
7. **Taxability**
- A. In accordance with Internal Revenue Service (IRS) regulations, employer-provided parking benefits of up to \$325.00 per month is considered non-taxable for the employee.
 - B. Any amount above \$325.00 per month will be treated as taxable income and reported accordingly.
 - C. Employees are responsible for understanding any tax implications if their monthly parking costs exceed the non-taxable limit.
8. **Compliance**
- A. Employees are expected to adhere to the reimbursement procedures and requirements. Non-compliance may result in denial of reimbursement and the possibility of revoking parking privileges.
 - B. Sharing passes or using another employee's pass may result in the revocation of parking privileges and may disqualify the employee from future reimbursement eligibility. Misuse of parking passes may also be subject to disciplinary action in accordance with City policy.

Policy History:

Policy Issue Date: February 2025

Last Revision Date: March 2026

Policy Effective Date: February 2025

Policy Update/Review Summary: *This policy complies with all applicable federal, state, and local laws and regulations. The City of Providence reserves the right to modify or amend this policy at any time. This policy will*



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be reviewed biennially and updated as necessary to ensure continued compliance with applicable laws and best practices. Employees will be notified of any changes.