

Bicycle Commuter Tracking Log: Year _____

Name: _____

Bureau/Office: _____

January		February		March		April	
Date of Commute	Initials						
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	
6		6		6		6	
7		7		7		7	
8		8		8		8	
9		9		9		9	
10		10		10		10	

May		June		July		August	
Date of Commute	Initials						
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	
6		6		6		6	
7		7		7		7	
8		8		8		8	
9		9		9		9	
10		10		10		10	

September		October		November		December	
Date of Commute	Initials						
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	
6		6		6		6	
7		7		7		7	
8		8		8		8	
9		9		9		9	
10		10		10		10	

Maintain a Bicycle Daily Commuter Tracking Log and receive \$20 reimbursement for your qualifying bicycle commuting expenses. You must meet all eligibility requirements and commute by bicycle 50% of the month to qualify for the Qualified Commuter Bicycle Reimbursement (QBCR). Program participants are ineligible for other transportation benefits (transportation in a commuter highway vehicle, transit pass or qualified parking benefits) during the months in which they receive/request the QBCR. The Claims for Reimbursement, Bicycle Commuter Tracking (Daily) Log, and Bicycle Commuter (Monthly) Certification Statement forms are submitted during the Annual Reimbursement & Recertification (ARR) period, October through December. Exception: De-enrolling participants may submit claims for reimbursement outside the ARR timeframe.