



FOCUS Newsletter

October 2018



DEADLINE TO SUBMIT 2019 FSA ENROLLMENT FILES

Flexible Spending Account (FSA) enrollment files for calendar plan years renewing on January 1, 2019 must be received by ASIFlex on or before **Monday, November 26th**. Please work with your ASIFlex account manager to facilitate an efficient and timely open enrollment process!



How to Spend Remaining FSA Funds?

Many flexible spending account (FSA) plan years are coming to a close on December 31st. Some participants have remaining funds and may be wondering how to spend those dollars wisely. Here are some end-of-year suggestions to use remaining funds. We encourage you to share this information with plan participants.

- ✓ **Mileage Expense**—Mileage expenses incurred for travel to obtain health care are eligible. Each time you visit your doctor, dentist, pharmacy, vision care provider, etc., you can claim up to \$.18 per mile for travel in 2018! Here is an example showing how to complete a claim form for mileage expenses—no supporting documentation is needed.

| Date(s) of Service | Health Care Provider | Type of Expense (Office Visit, Crown, Eyeglasses, Rx, etc.) | Patient Name | Relationship to You | Amount Requested |
|--------------------|----------------------|--|--------------|------------------------|---------------------|
| 1/15/2018 | CVS Pharmacy | Mileage Round Trip-20 miles | Susan | Self | \$ 3.60 |
| 2/27/2018 | JJ Jones, DDS | Mileage Round Trip-30 miles | James | Spouse | \$ 5.40 |
| 3/26/2018 | JR Smith, MD | Mileage Round Trip-40 miles | Sally | Child | \$ 7.20 |
| 4/20/2018 | Brown Eye Clinic | Mileage Round Trip-50 miles | Jimmy | Child | \$ 9.00 |
| 5/10/2018 | Oncology Associates | Mileage Round Trip-175 miles | Susan | Self | \$31.50 |
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| | | | | | |
| | | | | Total | \$56.70 |

- ✓ **Prescriptions**—If you've accumulated several pharmacy receipts during the year or cannot find those receipts, just ask your pharmacy for a print-out of your year-to-date prescriptions! It's easy and eliminates the need for all those little pharmacy receipts.

