

UTIA Advisory Council Meeting
March 6, 2006

UTIA Advisory Council ad-hoc committee on benefits

Barry Sims (Chair), Bonnie H. Ownley, Mary Kate Ridgeway, Nancy Howell

Copy of a memo sent out in November of 2005 informing UTIA employees of flexible benefits spending for over-the-counter (OTC) items.

Flexible Benefits Plan enrollment forms were recently distributed to all employees. The deadline for enrollment is December 15, 2005.

The UTIA Advisory Council has located several internet sites that should help UTIA employees determine what items qualify as over-the-counter or 'OTC' items under the medical reimbursement Flexible Benefits Plan.

- Some information is provided by the University at the following address; <http://payroll.tennessee.edu/>.
- A more extensive list of items that qualify for medical reimbursement can be found on the Internal Revenue website: <http://www.irs.gov/publications/p502>. IRS publication 502 specifically addresses medical reimbursement and publication 503 addresses dependent care reimbursement under the Flexible Benefits Plan.
- One of the more comprehensive lists of what qualifies for reimbursement as an OTC item is maintained at the State of Tennessee website; www.treasury.state.tn.us/. To access this information click on Flexible Benefits Plan, click on Dependent Day Care & Medical Expense Reimbursement Account then scroll down to see the list of 'Over the Counter Eligible Expenses'. When submitting the reimbursement form, your family doctor or PCP qualifies as the recommending physician for OTC items.

In the enrollment forms that you received, please note that there is an addition to the Flexible Benefits plan for the upcoming year; there is an option to carry over money from one year to the next. Employees will have until March 15 of the following year to reclaim flexible benefits expenditures.

If you have additional questions about OTC items or the flexible benefits plan, please contact Joy Renninger in the Payroll Office at 974-5251 or by e-mail at jrenning@utk.edu.