



## PARKING ON CAMPUS DURING COVID-19 – Q & A Information Sheet

### Laurentian University Campus Parking

**Q:** I prepaid my parking from January 2020 to August 2020 at the Laurentian campus. How will I be reimbursed for the period in which NOSM staff were working from home?

**A:** The reimbursement of parking fees will be for the 4-month period, May 1, 2020 to August 31, 2020. The total amount of reimbursement will depend on the type of parking pass purchased (i.e. Reserved lot, General (lot 15), annual, semester or monthly pass).

Please submit the parking receipt for the parking pass and submit the expense reimbursement through electronic expense reimbursement on **MyNOSM from the nosm.ca website**. (See attached Expense Reimbursement process).

The COVID-19 parking budget code is 11-200019-63000-00

---

**Q:** Laurentian Security is still locked and not open to the public, how do I go about picking up my new pass?

**A:** Due to COVID-19 Laurentian is limiting their staff on campus and limiting the number of in person interactions. Please complete the Parking Payroll Deduction form and submit to [payroll@nosm.ca](mailto:payroll@nosm.ca). Payroll will complete the required section of the form and return to the employee, which must then be submitted directly to [parking@laurentian.ca](mailto:parking@laurentian.ca). The parking pass and swipe card will be delivered through interoffice mail.

---

**Q:** I currently have a parking pass through payroll deduction, how will I receive my new pass for this parking year?

**A:** Those who currently have a parking pass will receive the new 2020/2021 pass via interoffice mail.

---

### Lakehead University and Laurentian University Campus Parking

**Q:** I have already purchased my parking pass at full-price using my personal credit card. Will I be reimbursed for the September – December 2020 period?

**A:** If you have opted to directly purchase a parking pass from the university, outside of the payroll deduction process, NOSM will provide a reimbursement for the first semester (September 1, 2020 to December 31, 2020), as follows:

NOSM@Lakehead:

- Reimbursement of **\$118**, which is equal to one-semester or 1/3 of the annual rate of \$354/year (taxes included) for General (G) Parking Pass.

NOSM@Laurentian:

- Reimbursement of **\$226.23**, which is equal to one-semester or 1/3 of the annual reserved parking rate (Lot 11) of \$678.70/year (taxes included) OR;
- Reimbursement of **\$88.36**, which is equal to 1/3 of the annual general parking lot rate of \$265.10/year (taxes included)

In order to receive a reimbursement, please complete an electronic expense reimbursement including a copy of the receipt (as proof of payment) accessed through **MyNOSM from the nosm.ca website**. Please use the budget code: 11-200019-63000-00 and include Joe Lipinski, Director of Finance as the approver. (See attached instruction guide on the submission of expense reimbursement electronically).

---

## Lakehead University Campus Parking

**Q:** Last year, I directly pre-paid for a full-year parking pass but received a credit on my account for May – August due to COVID19. In pre-paying directly for this year, can I get reimbursed for the parking from September – December 2020?

**A:** Please submit the parking receipt for the parking pass and submit the expense reimbursement of \$118 through electronic expense reimbursement on **MyNOSM from the nosm.ca website**. (See attached Expense Reimbursement process attached).

The COVID-19 parking budget code is : 11-200019-63000-00

---