



**USDA FEDERAL EMPLOYEE  
TRANSIT BENEFIT  
PROGRAM**

**Approving Official  
Guide for Supervisors and  
Transit Benefit Coordinators  
(TBC)**



## Oversight Guidelines for Supervisors and Transit Benefit Coordinators (TBC)

### Background

The U. S. Department of Agriculture (USDA)'s agencies/offices are responsible for verifying federal employees meet the requirements for participation in the transit benefit program as outlined in Executive Order 13150 *Federal Workforce Transportation*, April 21, 2000, and [DR 4080-811-4](#). This includes determining that employees are using mass transit for the bulk of their commute to work.

The U. S. Department of Agriculture (USDA) Transit Benefit Program Policy and Guidance requires USDA agencies / offices to establish Transit Benefit Coordinators (TBC) for the National Capital Region and field offices.

- Transit Benefit Coordinators (TBC) are responsible to communicate, coordinate, audit, and manage their agency transit benefit programs – See Coordinator's Listing for your POC.
- TRANServe provides guidance and serves as the point of contact for Transit Benefit Program Administration.
  - a. Contact Transit Benefit Manager Martha Wiseman ([Martha.wiseman@dot.gov](mailto:Martha.wiseman@dot.gov))

### Best Practices

To maintain integrity and program controls, Transit Benefit Coordinators and Parking Office must conduct routine audits of transit benefit records.

Internal Controls include:

- A. Review monthly transit benefit billing reports for accuracy. The review should verify:
  1. Employees who have departed the agency are no longer receiving benefit. Cross check the transit benefit alphabetical listing with Human Resources records to ensure separated employees followed exit procedures and withdrew from the transit benefit program.
  2. Employees on extended travel or leave have not picked up a monthly benefit for the period they were not at their primary duty station.
  3. Employees who intermittently telework or drive should show as a reduced amount on the 6 month report
  4. Benefits are adjusted due to change of address
  5. Participants with a pickup record over the monthly statutory limit are reported to the agencies/offices/program office.
  6. Participants must notified in writing of the policy requirements, when records show no adjustments were made due to parking.
- B. Verify transit benefit applications disclose/provide all information required by the OMB Memorandum, M-07-15 such as:
  - Expense Worksheet
  - The Employee's Home Address (including the street name)

- The Employee's Work Address (including the street name)

C. Enforce the use of electronic fare media where available

Visit the TRANServe website at: <http://transerve.dot.gov>

**Monitoring Guidelines**

- Check the six month report for adjustments
  - Participants are expected to adjust when they do not use mass transit
    - i.e. leave, travel, unscheduled telework, weather closure, driving, carpooling, or slugging
- When there are no adjustments:
  - Talk to the participant...what is his/her work schedule?
  - Check the method of transportation ... i.e. a monthly pass user would not have an adjustment
- When you believe adjustments should be made:
  - Check the participant's leave history
  - Check the participant's travel schedule
  - Request the participant's pickup records from TRANServe
  - Request proof of no parking from the USDA Parking Facility

**Important Note:**

**USDA recommends all Transit Benefit Program Participants recertify their transit benefit and complete Transit Benefit Integrity Awareness training annually utilizing the honor system.**

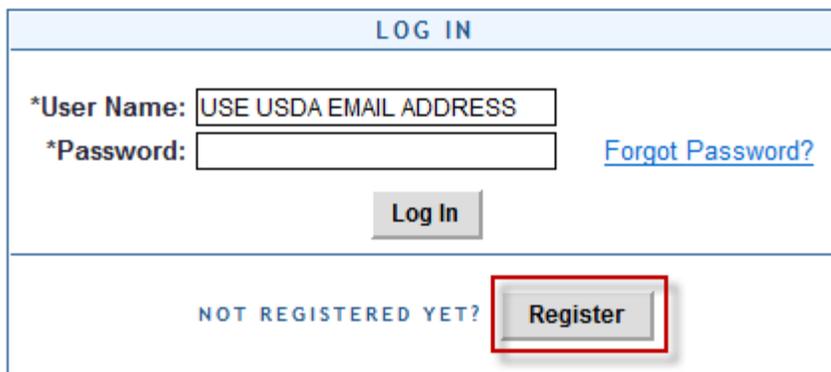
Visit the TRANServe website at: <http://transerve.dot.gov>

Start at the [TRANServe.dot.gov](http://transerve.dot.gov)

- Choose [Participants](#) :



- Click: [USDA Transit Benefit Enrollment/Change Applications](#)
- Log-in with your User Name and Password
  - ◆ Your government email address is your User Name
  - ◆ **FIRST TIME ONLY** – Click “Register” to create an account”
    - A temporary password will be emailed to you

A screenshot of the TRANServe website's login and registration interface. The page is titled 'LOG IN' at the top. Below the title, there are two input fields: '\*User Name:' with a placeholder text 'USE USDA EMAIL ADDRESS' and '\*Password:'. To the right of the password field is a blue link that says 'Forgot Password?'. Below these fields is a grey 'Log In' button. At the bottom of the form, there is a blue link that says 'NOT REGISTERED YET?' and a grey 'Register' button, which is highlighted with a red border.

### Application Types:

- 1) RECERTIFY/ENROLL
  - a. Recertification = existing participants
  - b. New enrollees
- 2) CHANGE
  - a. Information Change
    - i. address, rate, method of transportation
- 3) WITHDRAWAL
  - a. Withdraw from the program

Visit the TRANServe website at: <http://transerve.dot.gov>

1. Select "Approval Section"



2. Select the correct queue:

- a. **1<sup>st</sup> Approver** – Select "Pending Supervisor" (This is your **Supervisor**)
- b. **2<sup>nd</sup> Approver** – Select "Pending Manager" (This is your **Transit Benefit Coordinator = TBC**)

3. Click the name to review

Home Transit Application Approval Section Utilities Admin Logout Welcome

PENDING TRANSIT APPLICATION  
STATUS: NEW

Mode	Admin	Request Date	Type	Name	Approved	Disapproved Reason:
DOT-FMCSA	FMCSA	02/25/2013	RECERTIFY	<a href="#">Click Name Here</a>	<input type="checkbox"/>	<input type="text"/>
DOT-FRA	FRA	02/27/2013	RECERTIFY	<a href="#">Click Name Here</a>	<input type="checkbox"/>	<input type="text"/>
DOT-MARAD	MARAD	11/30/2012	WITHDRAW	<a href="#">Click Name Here</a>	<input type="checkbox"/>	<input type="text"/>
DOT-MARAD	MARAD	12/05/2012	WITHDRAW	<a href="#">Click Name Here</a>	<input type="checkbox"/>	<input type="text"/>
DOT-MARAD	MARAD	02/01/2013	WITHDRAW	<a href="#">Click Name Here</a>	<input type="checkbox"/>	<input type="text"/>
DOT-NHTSA	NHTSA	01/16/2013	WITHDRAW	<a href="#">Click Name Here</a>	<input type="checkbox"/>	<input type="text"/>

Visit the TRANServe website at: <http://transerve.dot.gov>

- a. The application and expense worksheet are displayed

Approve Disapprove Cancel

Reason for Disapproval:

[\[History\]](#)

TRANSIT BENEFITS WORKSHEET				
Reason for Certification: New Transit Benefit Participant				
Civilian/Military: Civilian Work Status: Full Time				
Method of Transportation		Daily Expense	Days per Month	Total Monthly Expense
Bus to Work	Name of Company	\$		\$
Bus from Work	Name of Company	\$		\$
Other Bus to Work	Name of Company	\$		\$
Other Bus from Work	Name of Company	\$		\$
Rail to Work	Name of Company METRO	\$ 2.25	18.00	\$ 40.50
Rail from Work	Name of Company METRO	\$ 2.25	18.00	\$ 40.50
Other Method to Work:	Name of Company	\$		\$
Other Method from Work:	Name of Company	\$		\$
Van Pool	Name of Company	\$		\$
Subtotal:				\$ 81.00

Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month. **Total Monthly Costs \$ 81.00**

TRANSIT BENEFITS APPLICATION	
STATUS: [RECEIPT]	
Smart Benefits Program: YES	
Identifier: ****	
Name: <input type="text" value="TURNER"/> <input type="text" value="MARR"/> <input type="text" value="HENRY"/>	
<small>(Last)</small> <small>(First)</small> <small>(Middle Name)</small>	
Email Address: <input type="text" value="M...@..."/>	Work Phone: <input type="text" value="..."/>
Common Identifier: <input type="text" value="..."/>	Work Zip Code: 20814
Mode: <input type="text" value="..."/>	Region: DC-PHILADELPHIA
Admin: <input type="text" value="..."/>	
I certify that my usual monthly commuting cost are: \$81.00	
WORK INFORMATION	
Work Address: <input type="text" value="..."/>	
Work City: Bethesda	Work State: MD Work Zip: 20814
RESIDENCE INFORMATION	
Address: <input type="text" value="..."/>	
City: Washington	State: DC Zip: 20008
Approving Official: <input type="text" value="..."/>	
Point of Contact: <input type="text" value="..."/>	
Manager/Fund Certifier: <input type="text" value="..."/>	Phone: <input type="text" value="..."/>
SmartTrip Card Number: <input type="text" value="..."/>	
Comment for Agency Approvers:	

4. Review the Application

- a. The Application must:
  - i. Specify name of Transportation Provider
  - ii. Indicate Daily, Weekly, Subtotal, Total Monthly Expense
- b. The Approver must:
  - i. Verify the employee works for your Agency
    - 1. Check with your HR department, if needed
    - 2. Check the global directory
  - ii. Check SmarTrip® user entered number correctly
    - 1. Regional Field Offices enter “NA”
  - iii. Approve or Disapprove the Application
    - 1. Scroll to the top
      - a. Click “Approve” or “Disapprove”

- iv. If disapproved, enter Instructions to Participant in “Reason for Disapproval”

Note: Click “[History]” to review past actions

- 5. View Past Applications
  - a. Select “Completed Records”



- b. Enter Participant’s Name
- c. Click “Search”
  - i. Click Participant Name to choose record
    - 1. Review past application (if applicable)
    - 2. Click “Back” to look at another past application
    - 3. Use this Navigation Bar to take another action



## Appendix A

### Using The Proxy Feature

## Add a Proxy

1. From the Home screen, click “My Account”
2. Click on your role
  - a. “Supervisor Proxy” or “Manager Proxy”

The screenshot shows the "SUPERVISOR PROXY" interface. It features two columns: "(not selected)" on the left and "(selected)" on the right. The "(not selected)" column contains five blue horizontal bars representing a list of users. Below this list is a button labeled "Add >>" which is highlighted with a red rectangular box. The "(selected)" column is currently empty. Below the columns are two buttons: "<< Remove" and "Update". Below the buttons is a light blue dashed box containing the text "Users who have you as proxy: N/A". At the bottom of the interface, there is a hint: "A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended." and three buttons: "Update", "Cancel", and "Reset".

3. Select your designated Proxy from (not selected) list on the left
4. Click “Add” to move name to (selected) box.
5. Click “Update”

## Reverse to Remove:

1. Click “Remove” to return name to the (not selected) box.
2. Click “Update”

The screenshot shows the "SUPERVISOR PROXY" interface. It features two columns: "(not selected)" on the left and "(selected)" on the right. The "(not selected)" column contains five blue horizontal bars representing a list of users. Below this list is a button labeled "Add >>". The "(selected)" column contains one blue horizontal bar. Below this bar is a button labeled "<< Remove" which is highlighted with a red rectangular box. Below the columns are two buttons: "Update" and "Cancel". Below the buttons is a light blue dashed box containing the text "Users who have you as proxy: N/A". At the bottom of the interface, there is a hint: "A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended." and three buttons: "Update", "Cancel", and "Reset".

**For employees without USDA E-mail address:**

Complete Transit Form AD-1147 and submit the form to their TBC.  
 The TBC will submit the spreadsheet to DOT attention of Martha Wiseman.

Visit the TRANServe website at: <http://transerve.dot.gov>

**Appendix B**

**Sample: Six Month Report (M-70 January through June FY10) – names removed (xxx,xxx)**

AGENCY	NAME	MONTHLY COST	JAN10	FEB10	MAR10	APR10	MAY10	JUN10	TOTAL
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$1,380.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$128.00	\$100.25	\$85.80	\$66.45	\$94.50	\$101.45	\$104.25	\$552.70
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$46.00		\$184.00				\$70.00	\$254.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$138.00					\$143.00		\$143.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$230.00			\$460.00				\$460.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$94.00	\$75.00	\$67.10	\$71.85	\$94.00	\$84.95	\$94.00	\$486.90
DOT-OST-WCF M-73 - 1103002000	XXXXX, XXXX	\$104.00	\$60.75	\$47.45	\$80.00	\$70.70	\$41.50	\$84.20	\$384.60
DOT-OST-WCF M-73 - 1103005000	XXXXX, XXXX	\$151.00	\$97.00		\$100.00	\$75.00	\$89.00	\$130.00	\$491.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$120.00	\$75.00		\$100.00				\$175.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$104.00	\$104.00			\$104.00		\$104.00	\$312.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$136.00			\$136.00				\$136.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$756.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$161.00	\$129.00	\$70.00	\$134.00	\$139.00	\$65.00	\$81.00	\$618.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$108.00	\$104.00	\$104.00	\$104.00	\$108.00	\$108.00	\$108.00	\$636.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$158.00	\$136.00	\$91.00	\$131.00	\$125.00	\$126.00	\$131.00	\$740.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$142.00	\$68.00	\$68.00	\$118.00	\$140.00	\$140.00	\$140.00	\$674.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$816.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$1,056.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$83.00	\$83.00	\$83.00	\$62.00	\$83.00	\$52.80	\$83.00	\$446.80
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$142.00	\$122.00	\$122.00	\$95.00	\$122.00	\$122.00	\$122.00	\$705.00

**Your Transit Benefit Coordinator (TBC) / Manager are available to assist you**

**Please e-mail questions to:**

**Your USDA Transit Benefit Coordinators (TBC)**

**or**

**[Martha.Wiseman@dot.gov](mailto:Martha.Wiseman@dot.gov)**

**or**

**Visit <http://transerve.dot.gov>**



