



U.S. Department of
Transportation
Office of the Secretary
of Transportation



BICYCLE BENEFIT PROGRAM BULLETIN

Bicycle Reimbursement Program Guidance

BULLETIN No.: TSB-2014-04

DATE: February 20, 2014

SUBJECT: Bicycle Benefit Claims: October through December 2013

PURPOSE: This Bulletin provides updated guidance on the Department of Transportation (DOT) Bicycle Benefit Program.

BACKGROUND: On January 1, 2009, the qualified bicycle commuting reimbursement was added to the list of qualified transportation fringe benefits covered in section 132 (f) of the Internal Revenue Service Code, which addresses the tax consequences of certain fringe benefit programs.

ACTION ITEMS:

To assure timely processing, please scan and email all bicycle benefit claims to parking.transitoffice@dot.gov by **March 6, 2014**. The Parking Transit Office must adhere to specific deadlines in compliance with established IRS and Federal Appropriation regulations. If your claim is not paid by March 31st, it becomes taxable income.

Participants must:

Complete the forms located in the DOT Bicycle Benefit Policy:
<http://transerve.dot.gov/documents/bicyclepolicy.pdf>

- 1) Bicycle Commuter Certification, Appendix A
- 2) Standard Form 1164, Appendix B
 - a. Scan receipts
 - b. Obtain appropriate signatures
- 3) Direct Deposit, Appendix C

4) DOT (excluding FAA) Mailing Instructions:

Email all required forms, receipts, to parking.transitoffice@dot.gov

5) FAA employees - Mailing Instructions:

Mail all required forms, receipts, to:

FAA Transit Benefit Office
ATTN: Bicycle Benefits
Federal Aviation Administration
800 Independence Avenue,
SW Room 229
Washington, DC 20591

INFORMATION: Claims will not be accepted after the deadline. The recommended submission date for costs incurred is **March 1st. The deadline is March 6th.**

The cash reimbursement will be posted to your account after approval by the authorized certifying officer. You will be notified of incomplete claim documentation via email.

EXPIRATION DATE: This Bulletin will remain in effect until cancelled.

CONTACT: If you have additional questions please contact your Agency POC or parking.transitoffice@dot.gov