

Department of Veterans Affairs

**TRANSIT BENEFIT
PROGRAM**

VA QUALIFIED VANPOOLS

Employees may only collect the transit benefit when actively riding in the vanpool. Vanpool riders may not use the transit benefit to “hold” a seat in the vanpool in excess of 10 working days per month while on annual or sick leave.

Employees choosing to commute by vanpool must pay out of pocket the costs to hold a seat in the vanpool in cases of extended absence in excess of 10 working days per month, or days absent from the vanpool due to part-time or telework schedules. This expense may not be included in calculating commuting costs submitted on the Application for Public Transit Fare Benefit (VA Form 0722).

VA QUALIFIED VANPOOLS

Employees must use the vanpool on a daily basis, and are permitted to drive to work no more than 3 days per month in exigent circumstances to remain eligible for the monthly benefit.

Employees must withdraw from the vanpool program after 30 days of inactivity.

VA QUALIFIED VANPOOLS

Similar to DOT policy, each vanpool will designate a primary operator who will be responsible to ensure that the minimum requirements are met and will be the designated permit holder. One alternate operator may be named.

The primary operator may not apply for the transit benefit. All other Federal employees in the vanpool, including the alternate, are eligible to collect the transit benefit.

VA QUALIFIED VANPOOLS

In cases when fluctuating monthly van pool costs do not permit an employees usual monthly transit commuting costs to be accurately calculated in advance (i.e., fuel, ridership, etc.) as required on the VA Form 0722, the self-certification and reimbursement process will be used. In such cases, Transit Managers will notify DOT to discontinue voucher distribution and proceed with reimbursement at the station. Stations will follow procedures described for self-certification reimbursement (VA Form 0724A).

VA TRANSIT BENEFIT

SELF CERTIFICATION REIMBURSEMENT

The VA self-certification is a reimbursement process primarily designed to allow employees to participate in the transit program in areas where transit media is not available or distributed by DOT.

VA also uses this process in cases for reimbursement for out of pocket expenses due to administrative error, or in cases where fluctuating costs prevent employees from accurately calculating mass transit costs in advance as in vanpools.

VA TRANSIT BENEFIT SELF CERTIFICATION REIMBURSEMENT

To receive self certification reimbursement, employees are required to pay out of pocket for actual monthly commuting expenses. Each month following mass transit expenditures, employees must complete VA Form 0724a, Transit Benefit Self-Certification Form & Reimbursement Voucher.

VA TRANSIT BENEFIT

SELF CERTIFICATION REIMBURSEMENT

- Self-certifying employees are required to provide a receipt attached to the reimbursement form as proof of mass transit expenditures each time reimbursement is requested. Employees are required to provide a FMS Vendor ID. Self-Certification forms are sent directly to the employee's payroll station for processing. Reimbursement will be deposited into the employee's financial institution associated with the FMS Vendor ID.

VA TRANSIT BENEFIT

SELF CERTIFICATION REIMBURSEMENT

Retroactive reimbursement should not be granted for expenses paid prior to applying for the Program. Reimbursement should not be granted thereafter for expenses more than three months in arrears.

VA TRANSIT BENEFIT SELF CERTIFICATION REIMBURSEMENT

A Self Certification Reimbursement process could be used as an alternative option to eliminate the unauthorized accumulation of transit subsidies in cases when fluctuating van pool expenses do not permit monthly van pool costs to be accurately calculated in advance (i.e., fuel, ridership, etc.)