

Department of the Treasury Federal Employee

TRANSIT BENEFIT PROGRAM

Approving Official Guide



Note: For the purpose of this guide, Supervisors are “Approving Officials”.

Oversight Guidelines for Transit Benefit Coordinators

Best Practices

To maintain integrity and program controls, Transit Benefit Coordinators should conduct routine audits of their employees’ transit benefit records. Internal control best practices include:

- A. Review of monthly transit benefit billing reports for accuracy. The review should verify and ensure that:
 1. Employees that have departed the agency are no longer receiving benefit. Cross check the transit benefit alphabetical listing with Human Resource 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 home station.
 3. Employees that intermittently telework or drive to work adjust their commuting benefit.
 4. Benefits are adjusted due to change of address.
 5. Participants with a pickup record over the monthly statutory limit are reported to the TRANServe Office. (There may be legitimate reasons but this should be investigated.)
- B. Transit benefit applications are verified to ensure they disclose/provide all information required by the OMB Memorandum, M-07-15 (attachment) such as:
 - The Employee’s Home Address (including the street name)
 - The Employee’s Work Address
 - The Employee’s Commuting cost breakdown is completed on the Expense Worksheet. (Transit Benefit Coordinator’s may require a print out of the travel plan(s) and cost for each transit authority the employee identifies as his/her mode of transportation.)
- C. A supervisor or person of authority signs the application verifying costs were reviewed for reasonableness.
- D. A funds approving official certifies funds are available.
- E. Enforce the use of electronic fare media where available.

Guidelines for Monitoring Transit Benefit Amounts

To assistance in monitoring the integrity and program controls for the Transit Benefit Program, TRANServe will be providing the Transit Benefit Coordinators a report with detail pickup records for six months every quarter. The Transit Benefit Coordinators should conduct routine audits of their employees’ transit benefit

records. Internal control best practices are in the Oversight Guidelines for Transit Benefit Coordinators found on the TRANServe website (<http://transerve.dot.gov>) under Best Practices.

Monitoring Guidelines

- Check the six month detail pickup records for adjustments.
- Participants are not expected to adjust for every month to meet the actual workdays of the month because over time it will work itself out.
- Participants are expected to adjust for periods away from work that they do have control over such as; leave, travel, unscheduled telework, extended weather closings, and travel by alternate modes such as driving, carpooling, or slugging.
- If no adjustments are found:
 - Talk to the participant...what is his/her work schedule.
 - Check the mode of transportation
 - Vanpools and monthly/yearly passes do not require adjustment
 - Amounts above the statutory limit do not always require adjustment
- If you suspect adjustments should be made:
 - Check the participant's leave slip
 - Check the participant's travel schedule
 - Request the participant's pickup records from the TRANServe Transit Benefit Manager
 - Require participant to adjust pickup amount, if necessary, the next possible opportunity

Important Note*

During the recertification period, all transit benefit participants are required to complete Transit Benefit Integrity Awareness training and provide a certificate of completion to their supervisors.



The screenshot shows a web form titled "LOG IN". It contains two input fields: "User Name:" with the text "victoria.owens@treas" and "Password:" with masked characters "••••••••". To the right of the password field is a blue link "Forgot Password?". Below the password field is a grey "Log In" button. At the bottom of the form, there is the text "NOT REGISTERED YET?" and a grey "Register" button. A red arrow points from the left to the "User Name:" field, and another red arrow points from the bottom to the "Register" button.

-
- ◆ Log on to <https://transitapp.ost.dot.gov>
 - ◆ Type in your User Name and Password



Home Transit Application **Approval Section** Utilities Logout

Pending Supervisor
Pending Manager
Approved Records
Disapproved Records
Completed Records

Welcome To Parking and Transit Benefit Public Website Version v 1.0

[Transit Benefit Application](#)

[Approval Section](#)

[My Account](#)

[Change Password](#)

[Log out](#)

- ◆ Select “Approval Section”
- ◆ Select either “Pending Supervisor” or “Pending Manager”



[Transit Benefit Application](#)



Enter a new transit application, withdraw, request information or change an existing account.



[My Account](#)



Update account information (i.e., Name, User Name, Phone Number, Email Address and Agency).

- ◆ “Pending Supervisor” - First level of approval
- ◆ “Pending Manager” - Second level of approval

PENDING TRANSIT APPLICATION

STATUS: NEW



Mode	Admin	Request Date	Type	Name	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	
DOT-NHTSA	NHTSA	07/25/2008	CHANGE	BELINDA O	<input type="checkbox"/>	<input type="checkbox"/>	Reason: <input type="text"/> <input type="button" value="Delete"/>
DOT-OST-M	OST-M	07/17/2008	RECERTIFY	STEPHANIE HINES	<input type="checkbox"/>	<input type="checkbox"/>	Reason: <input type="text"/> <input type="button" value="Delete"/>
DOT-OST-WCF M-73 - 1103006000	OST-WCF M-71 - 1103006000	07/28/2008	RECERTIFY	VIKKEY BLANCHARD-OWENS	<input type="checkbox"/>	<input type="checkbox"/>	Reason: <input type="text"/> <input type="button" value="Delete"/>
ED	FSA	06/16/2008	RECERTIFY	ORA CHOWBAY	<input type="checkbox"/>	<input type="checkbox"/>	Reason: <input type="text"/> <input type="button" value="Delete"/>
ED	FSA	06/26/2008	NEW	RANDALL BOWMAN	<input type="checkbox"/>	<input type="checkbox"/>	Reason: <input type="text"/> <input type="button" value="Delete"/>
ED	FSA	07/11/2008	NEW	BRONSDON THOMPSON	<input type="checkbox"/>	<input type="checkbox"/>	Reason: <input type="text"/> <input type="button" value="Delete"/>

◆ The “Approval Section” will show pending applications

THERE ARE THREE TYPES OF PENDING APPLICATIONS:

- 1) **RECERTIFY/ENROLL**
 - a) Recertification is for existing participants
 - b) New enrollees
- 2) **CHANGE**

Changes in application information (i.e. address, commuting cost, method of transportation)
- 3) **WITHDRAWAL**

Withdraw from the program

PENDING TRANSIT APPLICATION
STATUS: NEW

Mode	Admin	Request Date	Type	Name	Approved	Disapproved	Reason	Delete
DOT-NHTSA	NHTSA	07/25/2008	CHANGE	BELINDA O	<input type="checkbox"/>	<input type="checkbox"/>	Reason: <input type="text"/>	Delete
DOT-OST-M	OST-M	07/17/2008	RECERTIFY	STEPHANIE HINES	<input type="checkbox"/>	<input type="checkbox"/>	Reason: <input type="text"/>	Delete
DOT-OST-WCF M-73 - 1103006000	OST-WCF M-71 - 1103006000	07/28/2008	RECERTIFY	VIKKEY BLANCHARD-OWENS	<input type="checkbox"/>	<input type="checkbox"/>	Reason: <input type="text"/>	Delete
ED	FSA	06/16/2008	RECERTIFY	ORA CHOWBAY	<input type="checkbox"/>	<input type="checkbox"/>	Reason: <input type="text"/>	Delete
ED	FSA	06/26/2008	NEW	RANDALL BOWMAN	<input type="checkbox"/>	<input type="checkbox"/>	Reason: <input type="text"/>	Delete
ED	FSA	07/11/2008	NEW	BRONSDON THOMPSON	<input type="checkbox"/>	<input type="checkbox"/>	Reason: <input type="text"/>	Delete

- ◆ Find participant name
- ◆ Verify that participant works for your Agency (i.e., check with your HR department, look up name in the Treasury global directory, verify with employee's supervisor)
- ◆ To view the full application, click on the employee's name
- ◆ The completed application will be displayed



Approve Disapprove Cancel

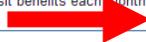
Reason for Disapproval:

[\[History\]](#)

TRANSIT BENEFITS WORKSHEET					
Mode of Transportation		Daily Expense	Weekly Expense	Total Monthly Expense	
Bus to Work (local)	Name of Company	\$	\$	\$	
Bus from Work (local)	Name of Company	\$	\$	\$	
Other Bus Mode to Work (commuter or county)	Name of Company KELLER BUS	\$	\$	\$ 76.50	
Other Bus Mode from Work (commuter or county)	Name of Company KELLER BUS	\$	\$	\$ 76.50	
Rail to Work (MARC, VRE, Metro, other)	Name of Company METRO	\$ 1.35	\$ 6.75	\$ 27.00	
Rail from Work (MARC, VRE, Metro, other)	Name of Company METRO	\$ 1.35	\$ 6.75	\$ 27.00	
Other Mode to Work:	Name of Company	\$	\$	\$	
Other Mode from Work:	Name of Company	\$	\$	\$	
Van Pool	Name of Company			\$	
Subtotal: \$ 207.00					



Converting Daily and Weekly Cost to Monthly Cost					
40-hour workweek and compressed workweek					
8-hour work day conversion		9-hour work day conversion		10-hour work day conversion	
Daily Cost	No. Days Worked	Total Monthly Cost	Daily Cost	No. Days Worked	Total Monthly Cost
\$ 10.35	x 20	\$ 207.00	\$	x 18	\$
Other Work Schedule Conversions (telecommuters, part-time, maxiflex, etc.)			Weekly Work Schedule Conversions		
Daily Cost	Number of commute days per month x no. days	Total Monthly Cost	Weekly Cost	Number of weeks per month x 4	Total Monthly Cost
\$		\$	\$		\$
Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month.					Total Monthly Costs \$ 207.00



TRANSIT BENEFITS APPLICATION					
STATUS: [RECEIVED]					
Smart Benefits Program: NO					
Identifier: 1234 (Last 4 of Social Security Number)					
Name: OWENS		VICTORIA		(MI)	
(Last)		(First)			
Email Address: VICTORIA.OWENS@DOT.GOV		Work Phone: 202-366-4817			
Mode: DOT-OST-WCF M-73 - 1103002000		Region: DC		Vendor: WMATA	
Admin: OST-WCF M-73 - 1103002000		Location/Building: 1200 NEW JERSEY AVENUE		Transit System: Transit (Rail) Transit (Bus)	
Civilian/Military: Civilian					
Work Status: Full Time					
I certify that my usual monthly commuting costs are: \$207.00					
RESIDENCE INFORMATION					
Address: 1111 LAS VEGAS COURT					
City: CROFTON		State: MD		Zip: 21114	
Approving Official: DARLENE MCCAFFREY					
Manager/Fund Certifier: WANDA HARVELL				Phone:	
SmartTrip Card Number: 012345678					
Comment:					

Approving Official's must review applications for the following:

- 1) The Mode of Transportation must be indicated (i.e., Keller Bus)
 - 2) Daily, Weekly and Total Monthly Expense columns must be completed. (Vanpool users need only to complete the "Total Monthly Expense")
 - 3) The "Subtotal" must be indicated
 - 4) Ensure applicant has selected a work schedule
 - 5) The "Total Monthly Cost" section must be complete
- NOTE: The worksheet Subtotal, Total Monthly Cost and Certified Usual Monthly Commuting Cost must be the same.
- 6) Verify that Mode and Admin are correct
 - 7) A SmarTrip® card number must be indicated. See Appendix A for SmarTrip® card number examples.

TRANServe
- business in motion -

Facilities Service Center - TRANServe
Transit Benefits Program

U.S. Department of Transportation

Home Transit Application Approval Section Utilities Admin Logout Welcome VIKKEY OWENS

Approve Disapprove Cancel

Reason for Disapproval:

TRANSIT BENEFITS WORKSHEET								
Mode of Transportation		Daily Expense	Weekly Expense	Total Monthly Expense				
Bus to Work (local)	Name of Company	\$	\$	\$				
Bus from Work (local)	Name of Company	\$	\$	\$				
Other Bus Mode to Work (commuter or county)	Name of Company KELLER BUS	\$	\$	\$ 76.50				
Other Bus Mode from Work (commuter or county)	Name of Company KELLER BUS	\$	\$	\$ 76.50				
Rail to Work (MARC, VRE, Metro, other)	Name of Company METRO	\$ 1.35	\$ 6.75	\$ 27.00				
Rail from Work (MARC, VRE, Metro, other)	Name of Company METRO	\$ 1.35	\$ 6.75	\$ 27.00				
Other Mode to Work:	Name of Company	\$	\$	\$				
Other Mode from Work:	Name of Company	\$	\$	\$				
Van Pool	Name of Company			\$				
Subtotal: \$ 207.00								
Converting Daily and Weekly Cost to Monthly Cost								
40-hour workweek and compressed workweek								
8-hour work day conversion			9-hour work day conversion		10-hour work day conversion			
Daily Cost	No. Days	Total Monthly	Daily Cost	No. Days	Total Monthly	Daily Cost	No. Days	Total Monthly

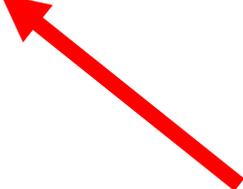
- ◆ Applications must be “Approved” or “Disapproved”
- ◆ **Approved applications:** An email will be routed to the applicant from each approving official
- ◆ **Disapproved applications:** You must indicate a reason. An email specifying the reason for disapproval will be routed to the employee (See Appendix B)

Home Transit Application Approval Section Utilities Admin Logout Welcome VIKKEY OWENS

Reason for Disapproval:

[History](#)

TRANSIT BENEFITS WORKSHEET				
Mode of Transportation		Daily Expense	Weekly Expense	Total Monthly Expense
Bus to Work (local)	Name of Company	\$	\$	\$
Bus from Work (local)	Name of Company	\$	\$	\$
Other Bus Mode to Work (commuter or county)	Name of Company KELLER BUS	\$	\$	\$ 76.50
Other Bus Mode from Work (commuter or county)	Name of Company KELLER BUS	\$	\$	\$ 76.50



- ◆ Click on “History” to view employee’s transit benefit application history



TRANServe Facilities Service Center - TRANServe
 ~ business in motion ~ Transit Benefits Program

U.S. Department of Transportation

Home Transit Application Approval Section Utilities Admin Logout Welcome VIKKEY OWENS

HISTORY
APPREFNUMBER: 11865

Action Date	Action	Status	Action By
07/28/2008 08:19:44AM	Enroll in the Transit Benefit Program	RECERTIFY	VBLANCHARD-OWENS

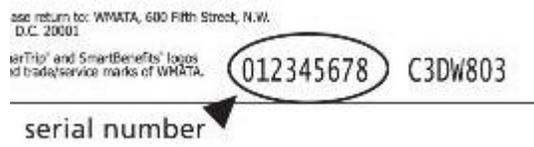
[History](#)

Mode of Transportation		Daily Expense	Weekly Expense	Total Monthly Expense
Bus from Work (local)	Name of Company	\$	\$	\$
Other Bus Mode to Work (commuter or county)	Name of Company KELLER BUS	\$	\$	\$ 76.50
Other Bus Mode from Work (commuter or county)	Name of Company KELLER BUS	\$	\$	\$ 76.50

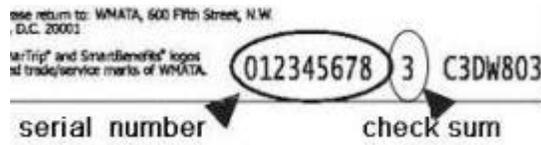
Appendix A

Examples of SmarTrip® card ID numbers

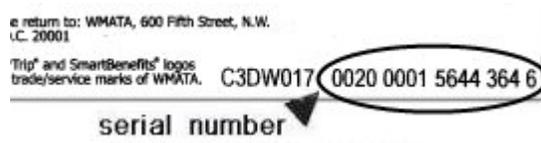
Card Type #1: ●



Card Type #2: ●



Card Type #3: ●



Appendix B

Example of disapproved application email

From:  PTB Public Website Administrator [parking.transitoffice@dot.gov]
To: Owens, Victoria (OST)
Cc:
Subject: Your Recertify Request has (not) been Approved.

Your Recertify Request has (not) been Approved.

First Name : VICTORIA

Last Name : OWENS

Phone Number : 202-866-4817

Email Address : VICTORIA.OWENS@DOT.GOV

Reason : TEST

This is System generated message, and a response to this email will not be delivered.
08/07/2011 09:36:22AM

Transit Account Activity Statement

TRANServe Account Activity Statement for DOT-OST-WCF M-73 - 1103005000

June, 2010

(This is not an official bill. Your servicing account office will receive the official bill within 30 days.)

07/14/2010-L

APPROP CODE:
ALC CODE: 69-01-007

CUSTOMER ID:
BPAC NUMBER: 1103005000

FARE MEDIA BILLED:	\$130.00
PHYSICAL:	\$0.00
VIRTUAL:	\$130.00
OTHER COSTS:	\$0.00
SUB TOTAL:	\$130.00
MANAGEMENT FEE:	5.15%
SUB TOTAL:	\$6.69
DISTRIBUTION SERVICES FEE:	\$0.00
ONSITE:	\$0.00
SUB TOTAL:	\$136.69
CREDITS:	\$0.00
TOTAL:	\$136.69

To Our Valued Customers: This message is being sent each month as part of our billing process. The U.S. Department of Transportation (DOT), Transportation Services (TRANServe) works to provide transit benefits to eligible federal employees as requested by your agency. The Transit Benefit program represents an employee benefit and we strongly urge you to take all measures necessary to protect it. We do our part by ordering, obtaining, verifying, and safeguarding fare media prior to its distribution. We also maintain a database that identifies all agency participants based on information provided by you. We use this information to distribute the appropriate amount of transit benefits to authorized employees. We ask that you do your part by carrying out the following responsibilities. All transit benefit enrollment applications should be thoroughly reviewed by your agency's authorizing official prior to submission to DOT for processing. Utilizing a self-certification process, it is the agency's responsibility to ensure all employees are instructed that they are certifying under U.S.C. Title 18 that they will not transfer this benefit to anyone else, they are not named on a federally subsidized parking permit, and the benefit received does not exceed their monthly commuting costs. If employees collect more than they use, are on extended sick leave or are on temporary duty elsewhere, they should be instructed to return the unused benefit or receive an appropriately reduced benefit amount at the next distribution. If you have questions regarding these responsibilities, please contact your TRANServe account representative or the TRANServe office at 202-366-0064.

M-70 January through June FY10

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

Transit Benefit Integrity Awareness Training (*shown in Applicant guide*)

U.S. Department of Transportation
TRANSERVE
Business in motion

United States
Department of Transportation

HOME AGENCY RESOURCES **PARTICIPANTS** Google Search Go

Participants

TRANSERVE supports you with simplified access to transit authority information, electronic applications, how-to instructions and other resources to encourage your use of mass transportation as your primary means of commuting from home to work.

Reminder: The transit benefit is a subsidy, it is not an entitlement. Simply stated, it can go away.

Protect your transit benefit by following a few basic rules:

- Apply using your Agency's application process
- Use mass transportation for your own home to work to home commute
- Adjust. Any time the amount you receive exceeds the amount you need, adjust.

Report Waste, Fraud and Abuse to your Agency Point of Contact or Inspector General

- + Army Regions
- + DHS-BICE
- + DHS-BCIS
- + DISA-REG (Fort Meade)
- + DOT
- + Education
- + FDIC
- + Homeland Security
- + The House of Representatives
- + IRS
- + USNAVY-REG / USNAVY-NAF
- + Treasury - HQ
 - Department of Treasury – Headquarters Transit Benefit Program
 - Email: PTIPBenefits@treasury.gov
 - [Transit Benefit Integrity Awareness Training](#)
 - Treasury- Transit Benefit Applicant's Guide
 - Treasury - Transit Benefit Supervisor's Guide
 - [How to Register your SmartTrip Card](#)
 - [Frequently Asked Questions](#)

DOT Parking/Transit Office

Contact Us

Normal Hours:
Monday – Friday,
8:30 a.m. – 4:00 p.m.

Friday June 1, 2012

[\[Office address and info\]](#)

Mobile Commuter Store Bus at DOT HQ on Thursdays!

Recent Bulletins

- [TSB 2012-10 RTA Discontinues Farecheck Voucher Returns for Credit](#)
- [TSB 2012-09 Paper Voucher Program Continues](#)
- [TSB 2012-08 DOT Annual Transit Benefit Program Recertification](#)
- [TSB 2012-07 TRANSERVE Online Transit Benefit Program Application New Information Requirements](#)
- [TSB 2012-06R TRANSERVE Online Enrollment Application – Revised](#)
 - [Attachment Online App screen shots](#)
- [TSB 2012-06 TRANSERVE Online Transit Benefit Program Application Enhancements - Go Live](#)
- [TSB 2012-05 TRANSERVE Online Transit Benefit Program Application Enhancements](#)
- [TSB 2012-04 March 1, 2012 Bicycle Benefit Claim Submission Deadline](#)
- [TSB 2012-03 Effect of WMATA SmartBenefits@ Autoload Transition on Unused Transit Benefit](#)

[More...](#)

links metro weather traffic

- ◆ Log on to <https://transerve.dot.gov>
- ◆ Click on “Participants”
- ◆ Click on “Transit Benefit Integrity Awareness Training”
- ◆ Complete the training
- ◆ Print two copies of the Completion Certificate and give one to your supervisor.

NOTE: ENSURE YOUR SUPERVISOR EMAILS YOUR CERTIFICATE TO PTIPBENEFITS@TREASURY.GOV.

