

**APPROVING OFFICIAL'S
GUIDE
FOR
TRANSIT COORDINATORS
AND FUND CERTIFIERS**





HOME

DOT EMPLOYEE

OTHER FEDERAL EMPLOYEES



ABOUT TRANSERVE

BEST PRACTICES

FINDINGS, AUDITS & RECOMMENDATIONS

FORMS

FREQUENTLY ASKED QUESTIONS (FAQs)

POC DESK GUIDE

POLICY

REGULATIONS & LEGAL INFORMATION

SMART BENEFITS

TRAINING

TRANSIT LINKS

CONTACT US

News

- [Oversight Guidelines for External POCs](#)
- [Federal Transit Benefits Program](#)
- [Implementation Guidance Regarding Section 1151 of the American Recovery and Reinvestment Act of 2009](#)
- [New WMATA link for vanpools](#)
- [Broadcast Message – Requirements and Expectations](#)
- [VRE gets Smart Benefits](#)

[Web Policies & Notices](#) | [Accessibility](#) | [Privacy Policy](#) | [No Fear Act](#)

Last updated:
3/11/2009

◆ Log on to <http://transerve.dot.gov>

HOME

DOT EMPLOYEE

OTHER FEDERAL EMPLOYEES



ABOUT TRANSERVE

BEST PRACTICES

**FINDINGS, AUDITS &
RECOMMENDATIONS**

FORMS

**FREQUENTLY ASKED
QUESTIONS (FAQs)**

POC DESK GUIDE

POLICY

**REGULATIONS &
LEGAL INFORMATION**

SMART BENEFITS

TRAINING

TRANSIT LINKS

CONTACT US

News

- [Oversight Guidelines for External POCs](#)
- [Federal Transit Benefits Program](#)
- [Implementation Guidance Regarding Section 1151 of the American Recovery and Reinvestment Act of 2009](#)
- [New WMATA link for vanpools](#)
- [Broadcast Message – Requirements and Expectations](#)
- [VRE gets Smart Benefits](#)

[Web Policies & Notices](#) | [Accessibility](#) | [Privacy Policy](#) | [No Fear Act](#)

Last
updated:
3/11/2009

◆ Click on the “Other Federal Employees” tab



ABOUT TRANSERVE

BEST PRACTICES

FINDINGS, AUDITS & RECOMMENDATIONS

FORMS

FREQUENTLY ASKED QUESTIONS (FAQs)

POC DESK GUIDE

POLICY

REGULATIONS & LEGAL INFORMATION

SMART BENEFITS

TRAINING

TRANSIT LINKS

CONTACT US

News

- [Oversight Guidelines for External POCs](#)
- [Federal Transit Benefits Program](#)
- [Implementation Guidance Regarding Section 1151 of the American Recovery and Reinvestment Act of 2009](#)
- [New WMATA link for vanpools](#)
- [Broadcast Message – Requirements and Expectations](#)
- [VRE gets Smart Benefits](#)

◆ Click on “Forms”.

HOME

DOT EMPLOYEE

OTHER FEDERAL EMPLOYEES



ABOUT TRANSERVE

BEST PRACTICES

FINDINGS, AUDITS & RECOMMENDATIONS

FORMS

FREQUENTLY ASKED QUESTIONS (FAQs)

POC DESK GUIDE

POLICY

REGULATIONS & LEGAL INFORMATION

SMART BENEFITS

TRAINING

TRANSIT LINKS

CONTACT US

Forms

[U.S. Federal Labor Relations Authority](#)

[U.S. Department of Education](#)

[U.S. Federal Deposit Insurance Corporation](#)

[Directions for Transit Benefit Application](#)



[Web Policies & Notices](#) | [Accessibility](#) | [Privacy Policy](#) | [No Fear Act](#)

◆ Click on “U.S. Federal Deposit Insurance Corporation”.



ABOUT TRANSERVE

BEST PRACTICES

FINDINGS, AUDITS & RECOMMENDATIONS

FORMS

FREQUENTLY ASKED QUESTIONS (FAQs)

POC DESK GUIDE

POLICY

REGULATIONS & LEGAL INFORMATION

SMART BENEFITS

TRAINING

TRANSIT LINKS

CONTACT US

U.S. Federal Deposit Insurance Corporation

[Transit Benefit Integrity Awareness Training](#) 

[Transit Benefit Application and Worksheet](#) 

[Applicant's Guide](#) 

[Supervisor's Guide](#) 

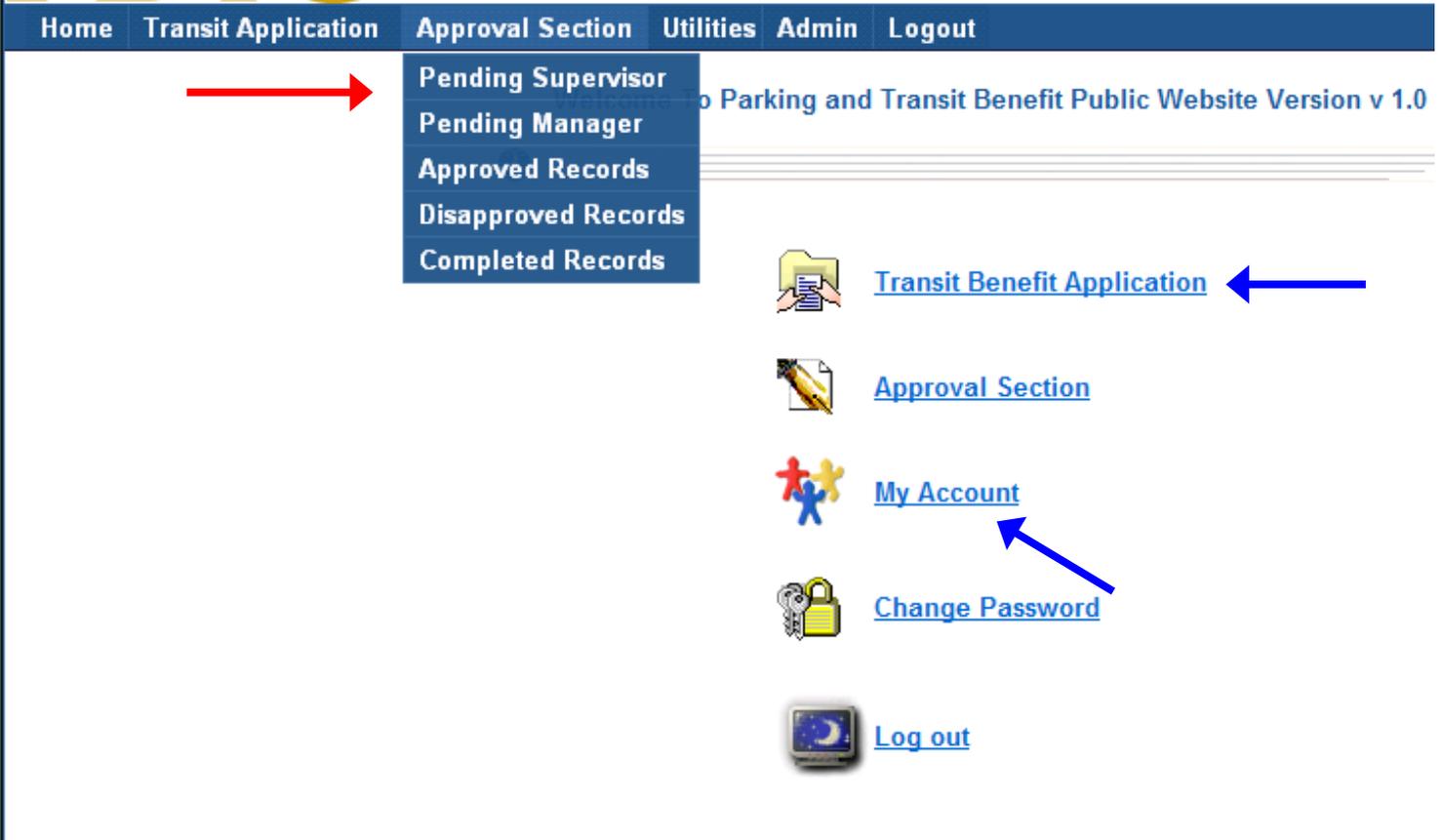
[Contact Us](#)

◆ Click on “**Transit Benefit Application and Worksheet**”.

CLICKING ON THE “**TRANSIT BENEFIT APPLICATION AND WORKSHEET**” LINK WILL TAKE YOU TO THE **TRANSIT BENEFIT APPLICATION WEBSITE.**

LOG IN	
User Name:	<input type="text" value="vikkey.owens"/>
Password:	<input type="password" value="••••••"/> Forgot Password?
<input type="button" value="Log In"/>	
NOT REGISTERED YET? <input type="button" value="Register"/>	

◆ **Type in the User Name and Password that you were given**



- ◆ Select “**Approval Section**” from the menu
- ◆ Select either “**Pending Supervisor**” or “**Pending Manager**” from the drop-down menu



Transit Benefit Application



Used to enter a new transit application, withdraw from the program, request information on the program or change an existing account.



My Account



Used to update Name, User Name, Phone Number, Email Address and Agency



PENDING TRANSIT APPLICATION
STATUS: NEW

Mode	Admin	Request Date	Type	Name	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete
DOT-FMCSA	FMCSA	10/06/2010	RECERTIFY	MONICA LANOS	<input type="checkbox"/>	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete
DOT-FMCSA	FMCSA	10/13/2010	CHANGE	ROBERT ROTH	<input type="checkbox"/>	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete
DOT-FMCSA	FMCSA	10/19/2010	CHANGE	WARREN PEGRAM	<input type="checkbox"/>	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete
DOT-FMCSA	FMCSA	10/19/2010	CHANGE	BRANDON POARCH	<input type="checkbox"/>	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete
DOT-FMCSA-REG	BALTIMORE	10/06/2010	CHANGE	DEBORAH BENDER	<input type="checkbox"/>	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete
DOT-FRA	FRA	10/18/2010	CHANGE	PETER SCHWARTZ	<input type="checkbox"/>	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete
DOT-OST-B	OST-B	10/19/2010	RECERTIFY	PATRICK SANDY	<input type="checkbox"/>	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete
DOT-OST-M	OST-M	10/15/2010	CHANGE	TANYA NEWLAND	<input type="checkbox"/>	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete
DOT-OST-M	OST-M	10/19/2010	RECERTIFY	CHRISTOPHER SLATER	<input type="checkbox"/>	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete

◆ The “Approval Section” will show all of the pending applications for the approving official’s particular agency.

THERE ARE THREE TYPES OF PENDING APPLICATIONS:

- 1) RECERTIFY/ENROLL
 - A) Used during agency recertification of existing participants
 - B) Any employee who is applying to the transit benefit program for the first time

- 2) CHANGE
 - Any employee that changes information on their application (i.e. moved and commuting cost changed)

- 3) WITHDRAWAL
 - Any employee wishing to withdraw from the program

PENDING TRANSIT APPLICATION

STATUS: NEW

Mode	Admin	Request Date	Type	Name	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="text" value="Reason:"/>	<input type="button" value="Delete"/>
FDIC	DC	10/19/2010	RECERTIFY	VICTORIA OWENS				



- ◆ To view an employee's full application, click on the employee's name
- ◆ Doing so will display the completed application





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 METRO	\$ 1.00	\$ 5.00	\$ 20.00
Bus from Work (local)	Name of Company METRO	\$ 1.00	\$ 5.00	\$ 20.00
Other Bus Mode to Work (commuter or county)	Name of Company	\$	\$	\$
Other Bus Mode from Work (commuter or county)	Name of Company	\$	\$	\$
Rail to Work (MARC, VRE, Metro, other)	Name of Company METRO	\$ 1.00	\$ 5.00	\$ 20.00
Rail from Work (MARC, VRE, Metro, other)	Name of Company METRO	\$ 1.00	\$ 5.00	\$ 20.00
Other Mode to Work:	Name of Company	\$	\$	\$
Other Mode from Work:	Name of Company	\$	\$	\$
Van Pool	Name of Company			\$
Subtotal: \$ 80.00				

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	Daily Cost	No. Days Worked	Total Monthly Cost
\$ 4.00	x 20	\$ 80.00	\$	x 18	\$	\$	x 16	\$

Other Work Schedule Conversions (telecommuters, part-time, maxiflex, etc.)			Weekly Work Schedule Conversions		
Daily Cost	Number of commute days per month	Total Monthly Cost	Weekly Cost	Number of weeks per month	Total Monthly Cost
\$	x no. days	\$	\$	x 4	\$

Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month. **Total Monthly Costs \$ 80.00**

TRANSIT BENEFITS APPLICATION

STATUS: [RECERTIFY]

Smart Benefits Program: YES

Employee ID: 12345

Name: OWENS VICTORIA (Last) (First) (MI)

Email Address: viowens@fdic.gov Work Phone: 202-366-1234

Mode: FDIC Region: DC Vendor: WMATA

Admin: DC Location/Building: Transit System: Transit (Rail)

Civilian/Military: Civilian Transit (Bus)

Work Status: Full Time

I certify that my usual monthly commuting costs are: \$80.00

RESIDENCE INFORMATION

Address: 1111 Las Vegas Court

City: Crofton State: MD Zip: 21114

Approving Official: WILLIAM JEFFERSON

Manager/Fund Certifier: DWIGHT WILSON (D.C.) Phone:

SmartTrip Card Number: 123456789

Comment: Take two modes to work - Metro bus and Metro. Home stop: New Carrollton Work stop: Farragut West

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 METRO	\$ 1.00	\$ 5.00	\$ 20.00				
Bus from Work (local)	Name of Company METRO	\$ 1.00	\$ 5.00	\$ 20.00				
Other Bus Mode to Work (commuter or county)	Name of Company	\$	\$	\$				
Other Bus Mode from Work (commuter or county)	Name of Company	\$	\$	\$				
Rail to Work (MARC, VRE, Metro, other)	Name of Company METRO	\$ 1.00	\$ 5.00	\$ 20.00				
Rail from Work (MARC, VRE, Metro, other)	Name of Company METRO	\$ 1.00	\$ 5.00	\$ 20.00				
Other Mode to Work:	Name of Company	\$	\$	\$				
Other Mode from Work:	Name of Company	\$	\$	\$				
Van Pool	Name of Company			\$				
				Subtotal: \$ 80.00				
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	Daily Cost	No. Days Worked	Total Monthly Cost
\$ 4.00	x 20	\$ 80.00	\$	x 16	\$	\$	x 16	\$
Other Work Schedule Conversions (telecommute, part time, flex, etc.)					Weekly Work Schedule Conversions			

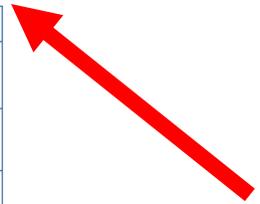
- ◆ Applications can be “Approved” or “Disapproved” using the appropriate button(s).
- ◆ If the application is disapproved, a reason must be supplied. The employee will receive an email stating their application has not been approved. The email will contain the reason for disapproval, which will assist the employee in fixing the error.

Approve Disapprove Cancel

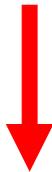
Reason for Disapproval:

[History](#)

TRANSIT BENEFITS WORKSHEET				
Mode of Transportation		Daily Expense	Weekly Expense	Total Monthly Expense
Bus to Work (local)	Name of Company METRO	\$ 1.00	\$ 5.00	\$ 20.00
Bus from Work (local)	Name of Company METRO	\$ 1.00	\$ 5.00	\$ 20.00
Other Bus Mode to Work (commuter or county)	Name of Company	\$	\$	\$
Other Bus Mode from Work (commuter or county)	Name of Company	\$	\$	\$



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



Approve Disapprove Cancel

Reason for Disapproval:

[History](#)

TRANSIT BENEFITS WORKSHEET				
----------------------------	--	--	--	--

HISTORY
APPREFNUMBER: 105059

Action Date	Action	Status	Action By
10/19/2010 12:05:17PM	Enroll in the Transit Benefit Program	RECERTIFY	ViOwens

(commuter or county)	Name of Company	\$	\$	\$
----------------------	-----------------	----	----	----

