

APPLICANT'S GUIDE





News

- Parking/Transit Office closed April 17, 2008
- Anticipated heavy Parking Days:
 - April 17, 2008 Visit of Pope Benedict XVI
 - Nationals Baseball Schedule
- [Broadcast Message – Requirements and Expectations](#)
- [VRE gets Smart Benefits](#)
- [Nationals Baseball Schedule](#)



Secretary
Mary E. Peters



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

[ABOUT TRANSERVE](#)[BEST PRACTICES](#)[FINDINGS, AUDITS & RECOMMENDATIONS](#)[FORMS](#)[FREQUENTLY ASKED QUESTIONS \(FAQs\)](#)[POC DESK GUIDE](#)[POLICY](#)[REGULATIONS & LEGAL INFORMATION](#)[SMART BENEFITS](#)[TRAINING](#)[TRANSIT LINKS](#)[PARKING & TRANSIT OFFICE](#)[CONTACT US](#)

News

- Parking/Transit Office closed April 17, 2008
- Anticipated heavy Parking Days:
 - April 17, 2008 Visit of Pope Benedict XVI
 - Nationals Baseball Schedule
- The Washington Metropolitan Transit Authority (WMATA) has announced a rate increase for all riders, effective January 6, 2008. To see what your rate will be [click here](#)
- [Broadcast Message – Requirements and Expectations](#)
- [Broadcast Message – Smart Benefits](#)
- [VRE gets Smart Benefits](#)
- [Broadcast Message - 2008 WMATA Fare Increase and Transit Benefits](#)



Secretary
Mary E. Peters

◆ Click on the “Other Federal Employees” tab



ABOUT TRANSERVE

BEST PRACTICES

FINDINGS, AUDITS &
RECOMMENDATIONS

FORMS

REQUENTLY 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](#)

[Directions for Transit Benefit Application](#)



Secretary
Mary E. Peters



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



◆ Click on the “Forms” button

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](#)
[Directions for Transit Benefit Application](#)



Secretary
Mary E. Peterson



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



◆ Click on the “U.S. Federal Labor Relations Authority” link



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 Labor Relations Authority

[Integrity Awareness Training](#)

Transit Benefit Application and Worksheet

Applicant's Guide-MS Word

Applicant's Guide-PDF Format

Approving Official's Guide for Managers

and Supervisors

[Contact Us](#)



Secretary
Mary E. Peters

- ◆ Click on the “Integrity Awareness Training” link.
- ◆ Complete the Integrity Awareness Training.
- ◆ Ensure you print and fill out the completion certificate and give it to your Supervisor and/or Approving Official.

Note: You only need to print the last slide (#47).



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 Labor Relations Authority

[Integrity Awareness Training](#) 

Transit Benefit Application and Worksheet

Applicant's Guide-MS Word 

Applicant's Guide-PDF Format 

Approving Official's Guide for Managers and Supervisors 

[Contact Us](#)



Secretary
Mary E. Peters

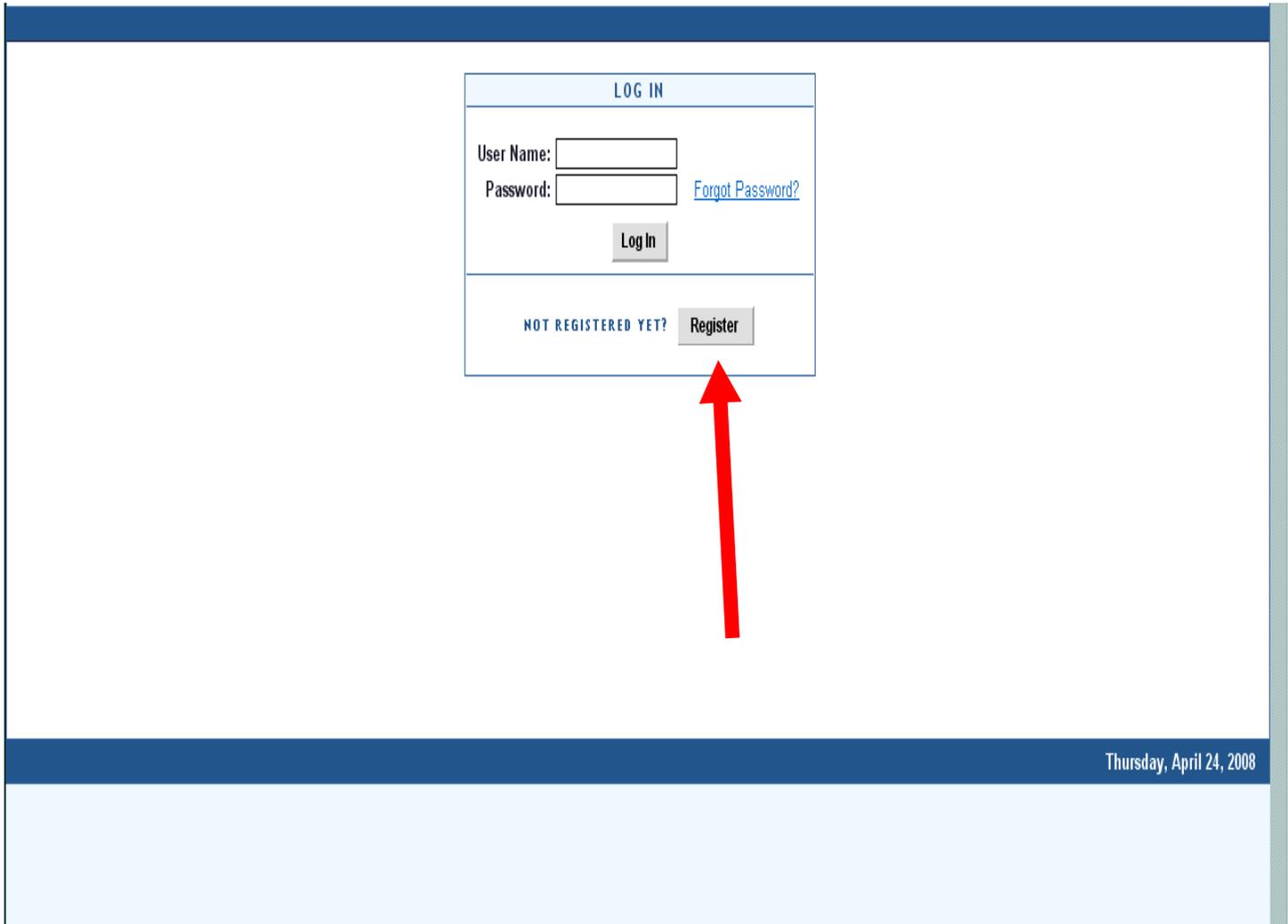


[Web Policies & Notices](#) | [Accessibility](#) | [Privacy Policy](#) | [No Fear Act](#)

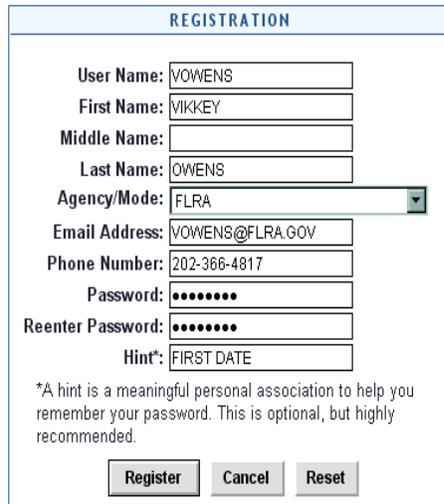


◆ Click on “**Transit Benefit Application and Worksheet**”.

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



◆ Click the “**Register**” button



The image shows a registration form titled "REGISTRATION" with the following fields and values:

- User Name: VOWENS
- First Name: VIKKEY
- Middle Name: (empty)
- Last Name: OWENS
- Agency/Mode: FLRA (dropdown menu)
- Email Address: VOWENS@FLRA.GOV
- Phone Number: 202-366-4817
- Password: (masked with dots)
- Reenter Password: (masked with dots)
- Hint*: FIRST DATE

Below the fields is a note: "*A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended." At the bottom of the form are three buttons: "Register", "Cancel", and "Reset".

Red arrows in the image point to the "Register" button from below, and to the form fields from the left and right.

Tuesday, May 13, 2008

- ◆ Complete the registration form
- ◆ Make certain that your first and last name match the name on your badge
- ◆ Use your first initial and full last name as your user name
- ◆ Click **“Register”**

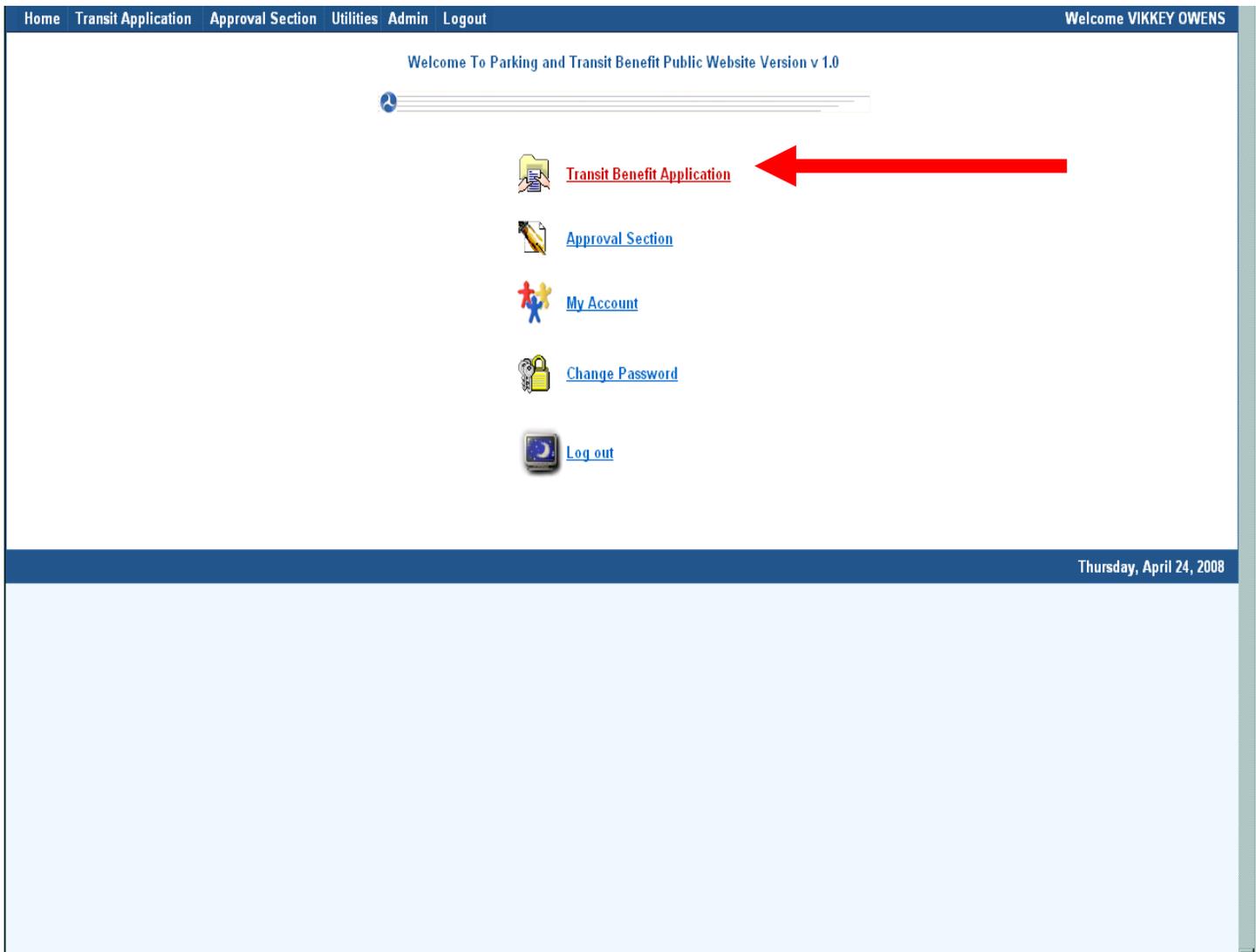
REMEMBER – YOU ONLY NEED TO REGISTER ONCE.

The image shows a web form titled "LOG IN". It contains two input fields: "User Name:" with the text "VOWENS" and "Password:" with seven dots. To the right of the password field is a blue link labeled "Forgot Password?". Below these fields is a grey button labeled "Log In". Below the "Log In" button is the text "NOT REGISTERED YET?" followed by a grey button labeled "Register". A red arrow points from the left towards the "Log In" button, and another red arrow points from the bottom right towards the "Register" button.

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

Thursday, April 24, 2008

- ◆ Type your newly created User Name and Password
- ◆ Click **“Log In”**



◆ Select “Transit Benefit Application” from the main menu

Home Transit Application Approval Section Utilities Logout

Welcome to the Parking and Transit Benefit Public Website Version v 1.0

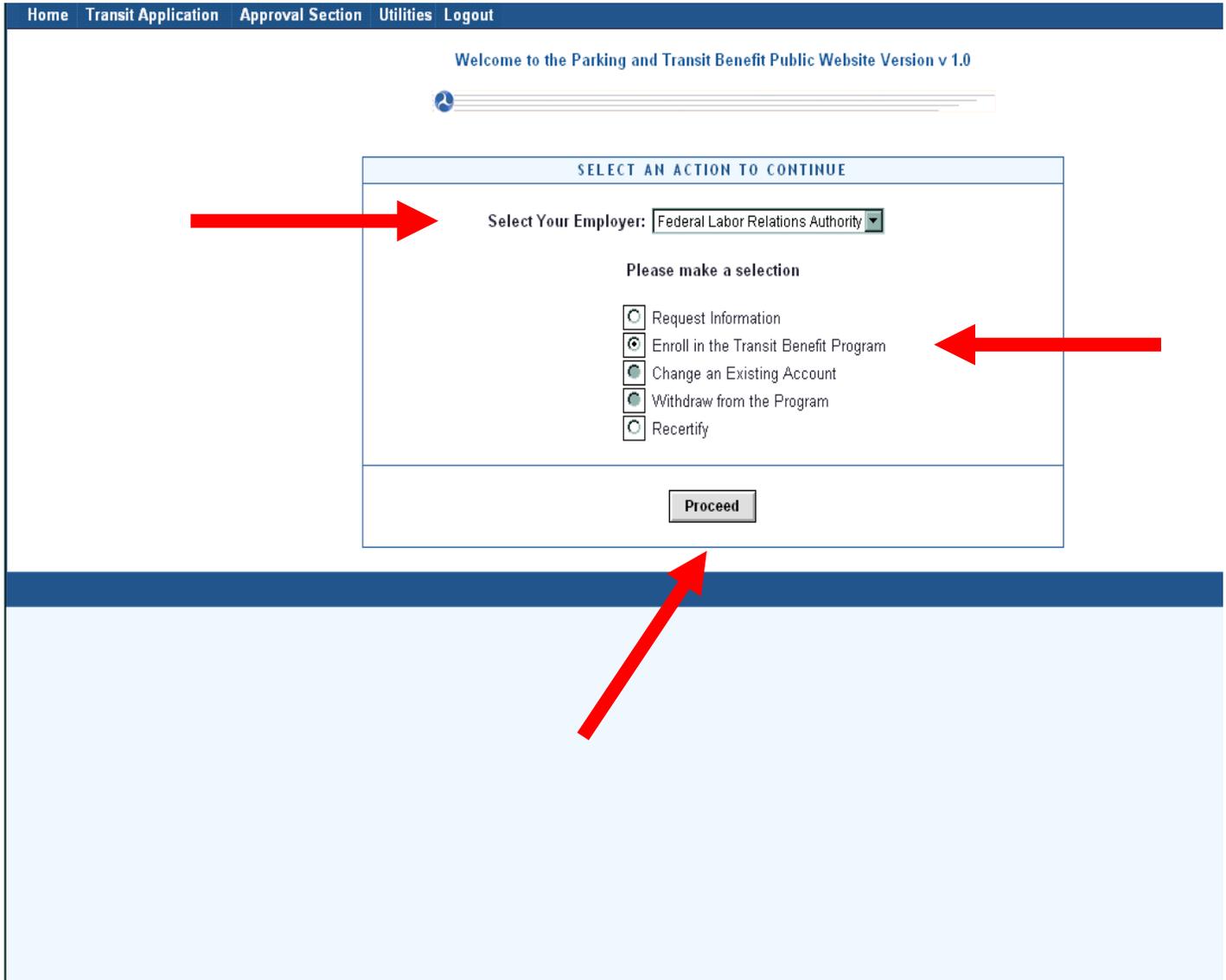
SELECT AN ACTION TO CONTINUE

Select Your Employer: Federal Labor Relations Authority

Please make a selection

- Request Information
- Enroll in the Transit Benefit Program
- Change an Existing Account
- Withdraw from the Program
- Recertify

Proceed



- ◆ Select your Agency from the drop-down menu.
- ◆ Click either “**Enroll in the Transit Benefit Program**” (for new applicants) or “**Recertify**” (for participants who are recertifying).
- ◆ For all applicants, click “**Proceed**”.

WARNING !

This certification concerns a matter within the jurisdiction of an agency of the United States. Making a false, fictitious, or fraudulent certification may constitute criminal violations punishable under Title 18, United States Code, Section 1001, by imprisonment up to five years and fines up to \$10,000 for each offense, and/or agency disciplinary actions up to and including dismissal.

- I certify that I am employed by the U.S. Federal Government.
- I certify that I am not named on a federally subsidized parking permit with any other federal agency.
- I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work by public transit or vanpool, and will not give, sell, or transfer it to anyone else.
- I certify that in any given month, I will not use the Government-provided transit benefit in excess of the statutory limit. If my commuting costs per month on public transit exceed the month statutory limit, then I will supplement those additional costs with my own funds rather than use a Government-provided transit benefit designated for use in a future month.
- I certify that I will not claim the transit benefit in excess of my actual monthly commuting expense. If at anytime during a given month I am out of work due to sickness, vacation or any other reason, on official travel, or use a private vehicle for commuting, I will claim less and adjust the amount of my transit benefit the following month if appropriate.
- I certify that my parking fees are not included in the computation of the daily, weekly or monthly commuting costs for my transit benefit.

I Agree

I Do Not Agree



- ◆ **Read the terms and conditions of the Transit Benefit Program**
- ◆ **Click “I Agree” to proceed with the application process**

YOU MUST AGREE TO THE TERMS AND CONDITIONS OF THE TRANSIT BENEFIT PROGRAM IN ORDER TO PROCEED WITH THE APPLICATION.

APPLICATION TIP

Who is my “vendor”

Vendor- The application asks for each vendor (transit authority) used for transportation to and from work. i.e., in the National Capital Region the vendor is WMATA which gives you three choices: WMATA, WMATA Senior and WMATA Disabled.

WMATA – Select this vendor if you receive the Metrochek or use SmartBenefits.

WMATA Senior or WMATA Disabled – Senior citizens (65 and older), persons with disabilities and customers with a Medicare card and valid photo ID ride for half the regular fare. On Metrorail, use a senior/disabled fare card or SmarTrip® card. On Metrobus, use a senior/disabled bus pass or SmarTrip® card or show your Metro ID or Medicare card and valid photo ID and pay the reduced fare.

These cards only work on Metrorail, Metrobus or Metro Access. For instance, if you are a senior citizen and ride the Metrobus you may receive the WMATA senior farecard or SmarTrip® card. If you are a senior citizen and ride the MARC or VRE you must choose WMATA as the vendor to receive a Metrochek. The WMATA senior ticket will not work on the MARC or VRE .

If you are a participant outside the National Capital Region, choose the vendor or voucher you receive in your area. For example, participants in Atlanta riding MARTA select MARTA-ATLANTA from the drop-down box.`

MARTA-ATLANTA – Select this vendor if you ride the MARTA system in Atlanta.

COBB COUNTY, COMMCHEK-GENERIC, DOUGLAS COUNTY RIDESHARE, GRТА-ATLANTA, TRANSBEN, or VPSI are other Atlanta options.

If more than one vendor is used for your commute, select the one with the greater value. All vendor(s) must be listed by name on the worksheet portion of the application. Enter the name and monthly cost for each of the vendors you use to and from work.

For help computing costs, follow these links to your transit company’s website:

Go to <http://transerve.dot.gov>

Click on “Other Federal Employee”

Click on “Transit Links”



ENROLL IN THE TRANSIT BENEFIT PROGRAM

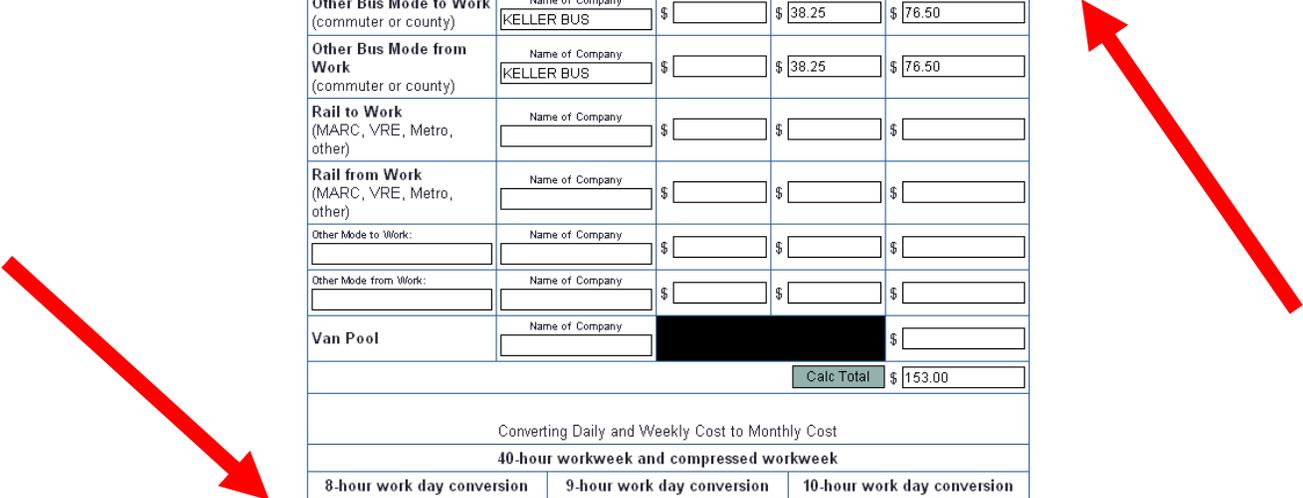
TRANSIT BENEFITS VERIFICATION WORK SHEET

All employees are required to certify their monthly commuting costs by calculating to the nearest dollar for their **daily commute** to work.

Employees are reminded that parking fees are not eligible for transit benefits and should not be included when computing daily, weekly or monthly commuting costs.

Instructions: Calculate your **Total Monthly Mass Transit Expenses** based on the way (daily, weekly, monthly) that you pay for your commute. List your mode of mass transportation and how much it costs you. All costs must be computed to a monthly expense.

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 \$	\$ 38.25	\$ 76.50
Other Bus Mode from Work (commuter or county)	Name of Company KELLER BUS \$	\$ 38.25	\$ 76.50
Rail to Work (MARC, VRE, Metro, other)	Name of Company \$	\$	\$
Rail from Work (MARC, VRE, Metro, other)	Name of Company \$	\$	\$
Other Mode to Work:	Name of Company \$	\$	\$
Other Mode from Work:	Name of Company \$	\$	\$
Van Pool	Name of Company \$	\$	\$
Calc Total			\$ 153.00
Converting Daily and Weekly Cost to Monthly Cost			
40-hour workweek and compressed workweek			
8-hour work day conversion			10-hour work day conversion
Daily Cost	No. Days Worked	Total Monthly Cost	Daily Cost
\$ 7.65	x 20	\$ 153.00	\$
9-hour work day conversion			10-hour work day conversion
Daily Cost	No. Days Worked	Total Monthly Cost	Daily Cost
\$	x 18	\$ 0.00	\$
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
\$	x no. days	\$	\$ 38.25
Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month.			Total Monthly Costs \$ 153.00



- ◆ Complete the “**Transit Benefits Verification Worksheet**”, including the “**Converting Daily and Weekly Cost to Monthly Cost**” section
- ◆ Remember: Parking fees are not eligible for transit benefits and should not be included when computing daily, weekly or monthly commuting costs

**NATIONAL CAPITAL REGION PUBLIC TRANSPORTATION
TRANSIT BENEFIT PROGRAM APPLICATION**

Identifier: (Last 4 digits of Social Security No)

Name: (First) (MI) (Last)

Email Address: Work Phone:

FEDERAL LABOR RELATIONS AUTHORITY

Agency/Mode: Region: Vendor:

Admin: Location/Building: Transit System:

Civilian/Military:

I certify that my usual **monthly commuting cost** are:

RESIDENCE INFORMATION

Address:

City: State: Zip:

Approving Official: [Select...](#)

Manager/Fund Certifier: [Select...](#) Manager Phone:

SmartTrip Card Number:

PRIVACY ACT STATEMENT:
 This notice is provided pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a: This information is solicited under authority of 5 U.S.C. § 7905. Furnishing the information on this form is voluntary, but failure to provide all or part of the information may result in disapproval of your request for a public transit fare benefit. The principal purposes of the information are to facilitate timely processing of your request, to ensure your eligibility for transit benefits, and to prevent misuse of the funds involved. *This information may be disclosed to the Department of Transportation to perform its duties under an interagency agreement. The information may also be used for production of statistics and reports and for periodic review or revalidation of transit benefits.* Other routine uses are published in the Federal Register at 65 F.R. 19476 (April 11, 2000).

- ◆ **Fill out the transit benefit application**
- ◆ **Ensure that you select the correct choices from all drop-down menus**
- ◆ **Click “Submit Application”**