



U.S. Department of Transportation

# ACTIVE BICYCLE COMMUTING SUBSIDY INITIATIVE

## OVERVIEW



### BACKGROUND

This subsidy was created in response to the provision in the June 2015 Implementing Instructions for Executive Order (E.O.) 13693, Planning for Federal Sustainability in the Next Decade, calling for the Department of Transportation (DOT) to reconvene the Interagency Task Force on Bicycling and Active Transportation, lead the Task Force in updating the document entitled “Implementing a Successful Bicycle and Active Commuting Program in the Washington, DC Metropolitan Area”, ensure such updates include expansion to metropolitan areas with major Federal offices and facilities, and evaluate ways to administer the commuter transit subsidy to encourage more bicycle trips and provide recommendations to CEQ and OMB.



### PURPOSE

To encourage sustainable commuting practices, DOT is establishing a transit subsidy initiative that is consistent with 5 U.S.C. 7905 which can be used in conjunction with the transit benefit. described in 26 U.S.C. 132(f).

### ELIGIBILITY

All DOT Headquarters and DC Field Office employees (excluding FAA), permanent or temporary, are eligible. Contractors and other federal employees working in DOT offices are not eligible.

### EMPLOYEE OBLIGATIONS

In contrast to the bicycle benefit, the ABC subsidy is to be recorded as a taxable fringe benefit. This subsidy requires monthly self-certification.

### BENEFIT

Employees will be reimbursed for self-certified out of pocket expenses not exceeding \$20 per month, to include, but not limited to, bicycle related clothing, helmet, gear, etc. Receipts will be required.

### HOW TO APPLY

Apply for the subsidy via DOTnet by doing the following:

- A. Choose Parking/Transit.
- B. Select ABC Subsidy.
- C. Print out and complete the following forms:
  1. ABC Subsidy Certification Form
  2. Standard Form 1164 (*Be sure to attach receipts and obtain the appropriate signatures*)
  3. Direct Deposit Sign-Up Form (*For first time submission or changes in your banking information*)
- D. Submit completed forms via email with the title ABC Subsidy on the subject line to [Parking.TransitOffice@dot.gov](mailto:Parking.TransitOffice@dot.gov).



### FAQ

**Q: Can I use this in conjunction with the other bicycle benefit?**

**A:** No.

**Q: Can I use this in conjunction with my transit benefit?**

**A:** Yes, absolutely. However, please note that the ABC subsidy will be a taxable event.

**Q: Can I use this to pay for bicycle parking at metro stations?**

**A:** Yes

**Q: Do I have to wear a helmet?**

**A:** Yes, we encourage everyone to wear a helmet and follow all rules of the road.

**Q: When is the claim for the ABC subsidy due to the Parking and Transit Benefit Office?**

**A:** Completed forms are to be submitted to the Parking and Transit Office via email no later than the 5th of the following month in which the participant is claiming. For example, claims for the month of July are due by August 5th.

### U.S. DEPARTMENT OF TRANSPORTATION

1200 New Jersey Ave SE  
Washington, DC 20590

**Point of Contact: Parking and Transit Office**

E-mail: [Parking.TransitOffice@dot.gov](mailto:Parking.TransitOffice@dot.gov)