

Quick Reference for DOT Web App

1. Use the below link to register on the DOT Web App (Approvers must register)
<https://www.transportation.gov/transerve>

2. All applicants must use a .GOV email address to register.

Note: When registering, only enter the number portion of the bop number.

3. All sections with an (*) are mandatory fields that must be completed. Username = bop email address.

4 **Common Identifier:** CO: for Central Office Staff located in DC
Field: Central Office Staff located at Region Offices

5. **Calculating Monthly Expense:** Participants who purchase **monthly passes/tickets (commuter trains)** must split commuting cost 50/50 between “To Work” and “From Work”.

6. Participants who pay a monthly **van pool** charge should use 30 days per month.

*The application will automatically calculate a daily rate for the above two modes.

Note: Participants who **pay a daily rate (subways, bus, etc.)** must enter the number of days routinely worked in a month. **(23 days should be the maximum)**

7. **Commuting Area:** The region/location of your duty station. Central Office employees in D.C. should select “DC”. **Institutions and other duty stations:** If the duty station is not listed, select the nearest city to your duty station.

Note: If your duty station is Central Office, select your division.

8. **Accounting Code:** 23S&E for Admin, 43-TF for Trust Fund, 74-FPI for UnicorB&F for Building & Facilities

Approver/Point of Contact: The approver is also the participant’s POC.

Note: Participants will select their POC from the list. Any **Request for Information** will be sent to this individual.

Applicants that do not use a smartrip card must put “NA” in the Smartrip Box.