

Transit Benefit | GSA Transit Subsidy Program | Information & Reminders

Information

January & February Benefit months

For employees using mass transportation to commute from home-to-work-to home, in [TRANServe](#) eAPP, please complete your enrollment or all updates to your Transit Benefit Application (*Application*) for:

01 | January Benefit month:

- **TRANServe** card users by **November 15**.
Funding Cycle: **January** benefit month fund availability is **December 10 - January 9**.
- **SMARTrip®** card* users by **December 1**.
Funding Cycle: **January** benefit month fund availability is **January 1 - January 31**.
**Reminder for SmarTrip® card users, WMATA is phasing out all SmarTrip® Cards obtained prior to 2012. Should you need to replace old SmarTrip® Cards, please follow WMATA guidance [WMATA SmarTrip® Card Replacement Guide](#).*

02 | February Benefit month:

- **TRANServe** card users by **December 15**.
Funding Cycle: **February** benefit month fund availability is **January 10 - February 9**.
- **SMARTrip®** card users by **January 1**.
Funding Cycle: **February** benefit month fund availability is **February 1 - February 28**.

ATTENTION: Supervisor Approvers

Please continue to ensure that all *Applications* are completely reviewed for accuracy, are approved, and submitted in a timely manner. Your review includes, but is not limited to, ensuring that the Application as submitted by the employee has been updated and accurately reflects the employee's work schedule, number of day(s) for home-to-work-to-home commute using mass transportation.

Resources: [GSA | DOT](#); and [Transit Benefit Program Approving Official Guide](#)

Reminders

Please use the Transit Benefit Application System [TRANServe](#) eAPP to enroll or update your *Application*. As a reminder, transit benefits are provided solely for your home-to-work-to-home commute via mass transportation. Your *Application* should reflect the number of days you will be commuting from home-to-work-to home using mass transportation. Indirect costs, such as gas, mileage, or parking cannot be included as part of the transit benefit application. Employees

are responsible to update their current *Application* and commuting expenses through the [TRANServe](#) eAPP whenever their commuting method, work schedule, or address changes. Employees are responsible for the management of their transit benefit, as complete and timely. Noncompliance may impact the availability of monthly benefit funds and any missed funding is not reimbursable.

TRANServe Card/Transit Benefit Credit Card | SmarTrip® Card | Vanpool

TRANServe Card /Transit Benefit Credit Card

- Slide 38 of the [Transit Benefit Program Integrity Awareness Training](#) outlines the TRANServe Card Funding Cycles: Benefit months and fund availability. Transit benefit funds reset on the **10th** of each month for the following month's transit benefit cycle.
- Employees should monitor their TRANServe Card funds online at [Access Online](#).
- Employees should purchase tickets, passes, or other fare by the **4th** of each month to prevent a disruption of the following month's benefit funds.
- Employees commuting intermittently should purchase daily or 10-trip tickets, where available.
- If a card is lost, stolen, or damaged, the employee should immediately contact and notify customer service (1-888-994-6722) (TRS dial 711) to initiate the credit card replacement process.

SmarTrip® Card

- Reminder, update your SmarTrip® Card. WMATA is phasing out all SmarTrip® Cards obtained prior to 2012 as they upgrade their faregates systemwide. Should you need to replace old SmarTrip® Cards, please follow WMATA guidance [WMATA SmarTrip® Card Replacement Guide](#).
- Slide 39 of the [Transit Benefit Program Integrity Awareness Training](#) outlines SmarTrip® card *Funding Cycles*, benefit months and fund availability.
- SmarTrip® card users should continue to manage and monitor their funds online at [Account Log In](#). Benefit funds reset on the 1st of each month for that month's transit subsidy funds and are to be used for the employee's home - to work - to home commute using mass transportation.
- For SmartBenefit users, employees should have a separate SmarTrip®card for other than commuting from home - to work -to home use to ensure that the Federal Transit Benefit is not used improperly during a telework day.
- SmarTrip® card **MUST** be registered with WMATA in the name as it appears on the employee's transit benefit application.
- SmarTrip® customer service: 1-888-SMARTRIP (1-888-762-7874).

Vanpool

- Employees should consult directly with their vanpool coordinators for guidance.

TRANServe Card Funding Cycles



Benefit Month	Funds Available
October	September 10-October 9
November	October 10-November 9
December	November 10-December 9
January	December 10-January 9
February	January 10-February 9
March	February 10-March 9
April	March 10-April 9
May	April 10-May 9
June	May 10-June 9
July	June 10-July 9
August	July 10-August 9
September	August 10-September 9

TIP: Purchase by the 4th to Avoid wasting your benefit.
This is to allow your vendor enough time to post
the charges before the subsidy month resets.

Please refer to Slide 38 from the [Transit Benefit Program Integrity Awareness Training](#) for additional information. To check the status of your US Bank card or to set up your account, please go to [GSA US Bank Access Online Registration Quick Start Guide](#)
Resources: [GSA](#) | [DOT](#) and [Transit Benefit Program Integrity Awareness Training](#)

SmarTrip Card Funding Cycles



Benefit Month	Funds Available
October	October 1-31
November	November 1-30
December	December 1-30
January	January 1-30
February	February 1-28
March	March 1-31
April	April 1-30
May	May 1-30
June	June 1-30
July	July 1-31
August	August 1-31
September	September 1-30

TIP: To avoid wasting your benefit,
allow vendor enough time to post
charges before the subsidy month resets.

Please refer to Slide 39 from the [Transit Benefit Program Integrity Awareness Training](#) for additional information. To check the status of your SMARTrip®:
<https://smartrip.wmata.com/Account/Login> or 1-888-SMARTRIP (+1-888-762-7874).

There's More Information ...

- Employees should continue to consider what is most cost effective for GSA based on the number of days per month the employee commutes from home to- work to - home using mass transportation.
- Employees should continue to remain up to date with their local transit authorities and should continue to visit their transit authority's website or social media page for updates. Transit Provider links by State: [DOT | Transit Provider Links](#).
- Employees may not be named on a worksite parking permit at any Federal agency, nor participate in a carpool.
- Employees who have completed the required FY21 Recertification are responsible to update their transit benefit application and commuting expenses whenever their commuting method, work schedule, or address changes through the [TRANServe eAPP](#), any missed funding is not reimbursable.
- Employees who did not complete the required FY21 Recertification, as timely, should check the status of their transit benefit application and may need to complete required actions or if withdrawn from the program, will need to re-enroll through the [TRANServe eAPP](#), any missed funding is not reimbursable.
- Employees who are not actively enrolled in the Transit Subsidy Program and want to participate must Register and submit their transit benefit application through the [TRANServe eAPP](#), any missed funding is not reimbursable.
- Employees who would like to withdraw from the program must submit their transit benefit application to "Withdraw from the Program" through the [TRANServe eAPP](#).
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The How's ...

To Register: Registration information, please reference the [Guide to Registration](#).

Quick Steps to Register:

- Login to [TRANServe eAPP](#).
- First Time Users click "Register".
- Create a simple profile using your government email address.
- Get a temporary password from a government email.
- Login using your government email address and the temporary password.
- Change from temporary to unique password.
- Click "I Agree" to the Rules of Behavior.
- Click "Transit Benefit Application System".
- Choose "Certify/Enroll".
- Read the "Warning" certification statement carefully.
- Click "I Agree" (if you do).
- Complete *Application*.

To Enroll/ New Participant:

- Login to [TRANServe eAPP](#),
- For Action select "**Certify/Enroll/Change**",
- For "Reason for Certification" select "**New Transit Benefit Participant**",
- Complete all forms, and
- Submit your *Application* for further processing.

After submitting your *Application*, let your approving Supervisor know that you have submitted your Application for their approval and further processing.

Resources: [GSA | DOT](#) and [Transit Benefit Program Applicant Guide](#)

OR

For Current/Active Participants: To update your *Application*.

- Login [TRANServe](#) eAPP,
- For “Action” select “**Certify/Enroll/Change**”,
- For “Reason for Certification” select “**Annual Certification/Recertification**”,
- Complete all forms, and
- Submit your *Application* for further processing.

After submitting your *Application*, let your approving Supervisor know that you have submitted your *Application* for their approval and further processing.

Resources: [GSA | DOT](#) and [Transit Benefit Program Applicant Guide](#)

Application Process Employee Responsibilities & Program Contacts

Application Process

- Complete the [Transit Benefit Program Integrity Awareness Training](#)
- *Applications* are submitted online through the [TRANServe](#) eAPP, then routed to the employee’s supervisor, regional transit coordinator, and the U.S. Department of Transportation (DOT) for reviews, approvals, and processing.
- Employees are sent email notifications from *PTB Public Website Admin*, as each review level is completed, employees should monitor the status of their *Application* and when applicable, employees should take all necessary actions until their enrollment is completed, through the [TRANServe](#) eAPP,
- Indirect costs, such as gas, mileage, or parking cannot be included by the employee as part of their estimated commuting cost. Travel to off-site meetings or training classes are office expenses. Employees in non-pay, leave or telework status, use of transit benefits is prohibited and could result in disciplinary action. If you are not commuting to work, do not use these funds.

Employee Responsibilities

- Employees are responsible for the management of their transit benefit as complete and timely. Noncompliance may impact the availability of monthly benefit funds and any missed funding is not reimbursable.
- Employees are responsible for and should continue to take an active role in monitoring their transit benefit amount and purchase only what is needed for their home to work and work to home commute via mass transportation.
- Update their *Application* and commuting expenses through the [TRANServe](#) eAPP, whenever their commuting method, work schedule, or address changes.
- Ensure the transit subsidy amount received does not exceed the actual monthly commuting cost.
- Maintain complete and timely management of the information in their current transit benefit application through the [TRANServe](#) eAPP.
- Understand Transit Subsidy Program scope, limitations, and penalties for misuse.

Program Contacts

If you have questions, please contact your Regional Coordinator [GSA Regional Coordinators Master List](#).