



Transit Subsidy Benefit Approver Guide

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Introduction

Transit Subsidy Benefit Program Overview

The Agency, under Executive Order No. 13150, Federal Workforce Transportation, and the Federal Employees Clean Air Incentives Act of 1993 (5 U.S.C. 7905), provides a non-taxable transit subsidy to qualified employees to encourage the use of public transportation when commuting to and from work. The subsidy will be approximately equal to but not exceeding the employee's commuting cost, including parking fees, not to exceed the maximum level allowed by law (26 U.S.C. 132 (f)(2)) (Executive Order 13150).

The Agency is under an interagency agreement with the Department of Transportation (DOT) to administer the transit subsidy benefit program. The agreement is three prong (regulatory compliance; monitoring controls; and, recordation and reporting) to ensure proper administration. DOT's TRANServe Division executes the following tasks under the Agreement:

- processes transit subsidy benefit applications and provide needed support to program participants,
- disburses the transit subsidy and maintain a record of disbursements, and
- provides administrative reports to the Agency.

Eligibility

The transit subsidy program is offered to all office employees. Employees who meet the following criterion are eligible to apply for the subsidy benefit.

- Use mass transportation to commute to and/or from work.
- Does not receive mass transportation benefits from other sources.
- Does not participate, directly or indirectly, in the Agency's parking program and/or have a parking permit, reserved or unreserved.

Eligible Expenses

The transit subsidy may only be used toward the cost to commute via public transportation or vanpool. Public Transportation is defined as transportation provided in a mass transit vehicle or commuter highway vehicle, including: Rail (subway, commuter, light), and Bus (transit authority, commuter). A qualified vanpool is a highway vehicle that seats at least six adults and one driver. At least 80% of total mileage is used to transport the riders to and from work. The number of riders must be at least 50% of the adult seating capability, not including the driver. Parking expenses incurred at the commuter lot to use public transportation or vanpool are eligible; employees should include the parking cost in the monthly subsidy calculation.



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Benefit Distribution

TRANServe will electronically distribute the benefit to program participants via fare media on a monthly basis.

- SmarTrip® Card - A SmarTrip® card will be offered for Washington Metropolitan Area Transit Authority mass transit commuters in the Central Office and Region II. Upon initial enrollment, Washington Metropolitan Area Transit Authority mass transit commuters will be eligible to receive full reimbursement for the purchase of a SmarTrip® card to be registered under the TRANServe Program. Funds are available to participants on the 1st day of the benefit month.
- TRANServe Visa Card - Participants outside of the Central Office and Region II, or commute using a method where SmarTrip® fare media is not accepted, will be offered a TRANServe Visa card. Funds are available to participants on the 10th of the preceding benefit month to allow participants to enough time to procure commute passes for the next month.

Once fare media is distributed, you are responsible for its safekeeping. Lost, stolen, or damaged fare media will not be replaced.

Lost, stolen or damaged SmarTrip® cards may be replaced. Employees may contact Metro via a sales office or online at www.wmata.com.

For registration, lost, stolen or damaged Visa Cards, contact GSA SP3 U.S Bank <https://www.access.usbank.com/> or you can call at Toll-Free: 888-994-6722; Outside the U.S. call collect: 701-461-2232.

Required Training

Employees must complete the required Integrity Training prior to enrollment and will have to self-certify that the training is complete. Employees will be required to take the Integrity Awareness Training and re-enroll on an annual basis to continue in the program.

Additional Resources

Enrollment procedures are further described in this guide; and, additional resources and information are located on NCUA Central under OFCO, Travel. Resources are also available at TRANServe.dot.gov. Once you arrive at the landing page, navigate to the Participants site, then select NCUA to obtain specific Agency program information.



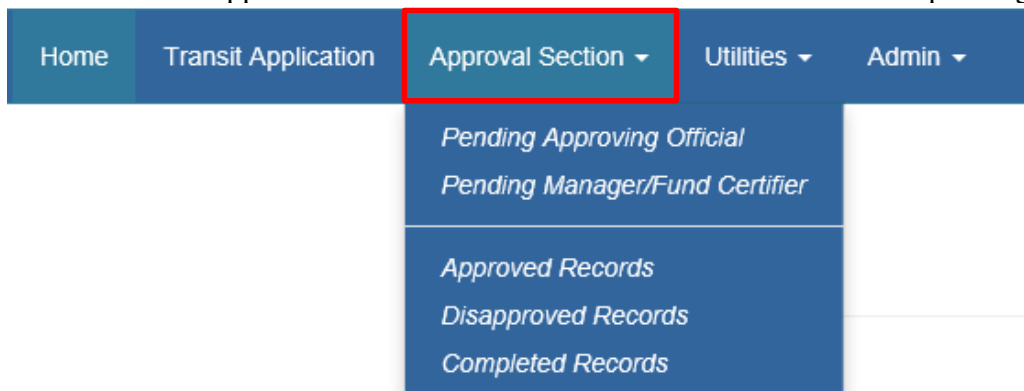
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Approver – Take Action on Pending Applications

1. Recommend Completion of Transit Benefit Integrity Awareness Training
Access: [Integrity Awareness Training](#)
2. Go to the [TRANServe Website and Create an Account \(First Time Users Only\)](#)
3. Log into the [TRANServe WebApp](#)
4. [Change Password](#)
5. [Review and Take Action on Pending Applications](#)

Review and Take Action of Pending Application(s)

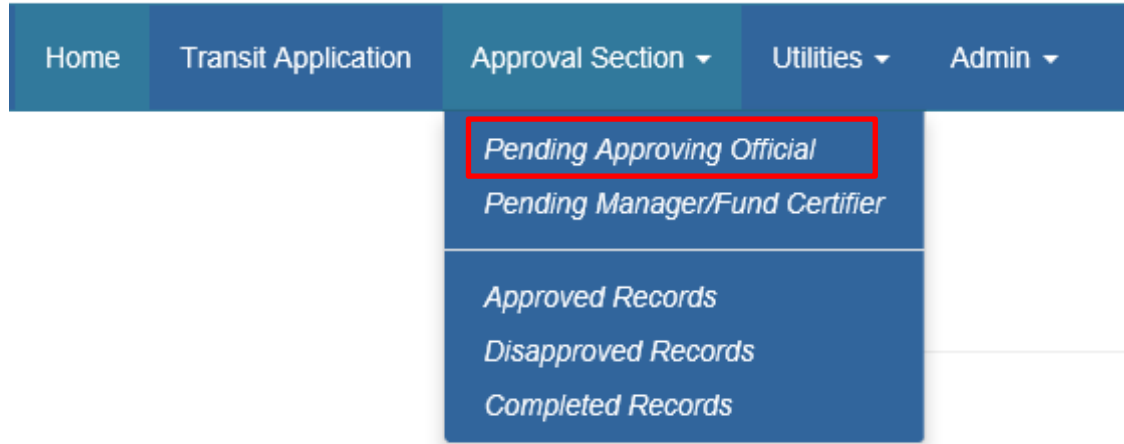
- Select “Approval Section” on the blue task bar which will show pending applications



- Select “Pending Approving Official”



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There are three types of pending applications:

1. Recertify/Enroll – recertification is for existing participants or new enrollees
 2. Change – changes in application information (i.e., address, commuting cost, method of transportation)
 3. Withdrawal – withdraw from the program
- Click the name to review
 - The application and expense worksheet are displayed
 - Review the application for the following:
 - The method of transportation must be indicated (i.e., VRE)
 - Daily expenses and days per month columns must be completed
 - The “common identifier” field must be completed
 - Mode and Admin must be correct
 - Work and residence information is complete
 - Indicate a SmarTrip® card number, if applicable
 - Note information in the “Comment for Agency Approvers” field
 - Click “Approve” or “Disapprove” – top of screen
 - If disapproved, enter Instructions to the participant in “Reason for Disapproval”
 - Note: Click “[History]” to review past actions

Approve

Disapprove

Cancel

Reason for Disapproval:

[\[History\]](#)