

Department of Transportation
Transit Subsidy Program Electronic Application System
Approver Checklist

Thank you for dedication to the Transit Subsidy Program! Use the below check list to assist during the approval process, you must check for the following:

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- ✓ **Bookmark the DOT participant page on the Department of Transportation (DOT) TRANServe's web site** ([DOT Transit Subsidy Participant Page](#)). To serve as a reference tool, and to provide a more effective way for managing transit benefits. Participants will now have simplified access to the electronic application system, training information, how-to instructions, and many other helpful resources that encourages the use of how to effectively use this system and navigate through the program.
 - ✓ **Integrity Awareness Training (ppt slides)**. Review the content slides. Understand your roles and responsibilities as an approver in the program. Also contains helpful funding cycles for the TRANServe Credit Card and Smart Cards.
 - ✓ **Long-Distance Commute.** Review the policy and guidance on the DOT Participant Page for eligibility. Confirm all documentation and maintain a copy for your records.
 - ✓ **Viewing Electronic Application System.** Did you complete all line items?

Have you checked these items?

- ✓ Clicked on View to open application- do not use the bulk approve on right
- ✓ Participant is a Federal Employee and under correct mode
- ✓ If Long-Distance commute is indicated- do you have documentation
- ✓ Participant has provided the name of Transportation Company and not agency
- ✓ Expenses indicate a reasonable amount for commute
- ✓ Make sure work schedule coincides with # of days per month
- ✓ Enter home address- review- this is where TRANServe Credit Card will be mailed
- ✓ Correct approving official
- ✓ Point of contact should reflect the correct modal point of contact
- ✓ Manager phone should be supervisor's phone number
- ✓ Smart Card Field- Enter a smart card registered with wmata only if you will need funds allocated to a smart card if you are a regional participant or your transportation company requires a TRANServe Credit card enter just capital NA in this field.
(smartrip cards only apply to Washington Metropolitan (DC, Maryland and Virginia) participants)

NOTE: All information and/or documents mentioned can be found on the DOT Participant page located on the TRANServe web page.

<https://www.transportation.gov/transerve/participants/department-transportation-dot-transit-benefit-program>