Executive Office for Immigration Review
Transit Subsidy Program Electronic Application System
Approver Checklist

Before you approve an application, you must check for the following:

☑ Did they check the right employment type – civilian?

☑ Is the name of the transportation company accurate (i.e., Amtrak vs. train)?

☑ Did they select a work schedule? (Make sure the work schedule is selected and the telework days are subtracted to equal the # of days per month claimed)

☑ Did they select a telework schedule? If telework is not taken, did they select 0 days?

☑ Is the correct approving official selected?

☑ Point of contact selection correct? (should select primary POC)

☑ Is supervisor's phone number listed?

☑ Only DMV (DC, Maryland, and Virginia applicants should say yes to the Smart Benefits Program. Regional participants should type NO.

☑ Smartrip card number only applies to DMV applicants (TRANServe card number should not be listed) – Regional participants should type NA (no slash)