



Active Bicycle Commuting (ABC) Subsidy

BULLETIN #: TSB-2024-02

DATE: Oct 23, 2023

SUBJECT: Active Bicycle Commuting Subsidy for the claims period of November 2022 through October 2023

PURPOSE: This Bulletin provides guidance to Department of Transportation (DOT) employees on the DOT Active Bicycle Commuting Subsidy.

BACKGROUND: To encourage sustainable commuting practices and consistent with Executive Order 13990 titled “Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis, DOT established the Active Bicycle Commuting (ABC) Subsidy consistent with 5 U.S.C. 7905. This ABC Subsidy is taxable and can be used in conjunction with the non-taxable transit benefit described in 26 U.S.C. 132(f) as a qualified transportation fringe benefit.

ACTION ITEMS: If you are eligible to apply for this subsidy, please submit the required forms (see below) that certify bicycle use for your home-to-work commute. The ABC subsidy is recorded as a **taxable fringe benefit** on your W-2 form. To be eligible to receive the ABC subsidy, you must have used your bicycle to commute 50% or more of the days you went into the office each month.

Eligible employees can submit a claim that will be reimbursed for self-certified out of pocket expenses not exceeding \$20 per month up to \$240 per participant during the period of November 1st, 2022 – October 31, 2023. Receipts are required for each claim. Your claim submissions for are **due by November 10, 2023**. To ensure timely processing of ABC claims, employees must:

Complete the forms located on TRANServe’s website at:

[Active Bicycle Commuting Subsidy | US Department of Transportation](#)

Please complete these (3) required forms to qualify for the ABC subsidy:

- ABC Subsidy Certification Form
- Optional Form 1164
- Direct Deposit Sign-Up Form

* *A copy of the ABC Subsidy Policy is also available at the above link*

INFORMATION: The deadline to submit claims is November 10, 2023. The cash reimbursement will be posted to your account after approval by the authorized certifying officer. You will be notified of incomplete claim documentation via email.

CONTACT: If you have questions, please contact parking.transitoffice@dot.gov.