

Transit Subsidy Program Integrity Awareness Training

Antitrust Division

Background



Program Overview

The transit benefit subsidy provides an incentive to Federal employees to utilize mass transit (subway/metro, bus) for their commute. This program promotes critical clean energy goals and reduces the number of single occupancy vehicles on the road, reducing congestion and air pollution.

Eligibility

- All federal employees working in full or part-time paid status
- All federal interns, including unpaid student volunteers

Certification Is Required

Certify:

“To formally and legally attest a specific statement to be true”



Before you can enroll in the Transit Benefit Program you must first certify that certain conditions are true about you.

To What Must I Agree?

You Must agree:

- ✓ I am employed by the U.S. Federal Government.
- ✓ I am not named on a federally subsidized parking permit, anywhere.
- ✓ I am eligible for a public transportation fare benefit
- ✓ I will use the benefit for my daily mass transit commute to and from work
- ✓ I will not give, sell or transfer it to anyone else
- ✓ I will not use the Government provided benefit in excess of the IRS limit
- ✓ I will not claim an amount in excess of my actual monthly commuting expense
- ✓ I will not include parking fees as part of my commuting cost worksheet

WARNING !

This certification concerns a matter within the jurisdiction of an agency of the United States. Making a false, fictitious, or fraudulent certification may constitute criminal violations punishable under Title 18, United States Code, Section 1001, by imprisonment up to five years and fines up to \$10,000 for each offense, and/or agency disciplinary actions up to and including dismissal.

- I certify that I am employed by the U.S. Federal Government.
- I certify that I am not named on a federally subsidized parking permit at this or any other federal agency.
- I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work by public transit or vanpool, and will not give, sell, or transfer it to anyone else.
- I certify that I will not use the public transportation fare benefit for personal use or to commute to and from work meetings.
- I certify that in any given month, I will not use the Government-provided transit benefit in excess of the statutory limit. If my commuting costs per month on public transit exceed the month statutory limit, then I will supplement those additional costs with my own funds rather than use a Government-provided transit benefit designated for use in a future month.
- I certify that I will not claim the transit benefit in excess of my actual monthly commuting expense. If at anytime during a given month I am out of work due to sickness, vacation or any other reason, on official travel, or use a private vehicle for commuting, I will claim less and adjust the amount of my transit benefit the following month if appropriate.
- I certify that I will submit an updated transit benefit application if my work schedule changes, my home address changes, or my commuting amount changes.
- I certify that my parking fees are not included in the computation of the daily, weekly or monthly commuting costs for my transit benefit.

I Agree

I Do Not Agree

Your Roles and Responsibilities:

- Understand the Transit Benefit Program's scope and limitations
- Understand it is a violation of federal law to transfer or sell the transit benefit or to provide false or fraudulent information to obtain the benefit
- Understand the potential penalties for misuse or false claims
- To not be named on a worksite parking permit at any Federal agency, participate in a carpool, or exceed DOJ Parking Policy that limits employees to 10 business days of ad hoc parking per calendar year.

Your Roles and Responsibilities:

- To use the transit benefit for home-to-work and work-to-home transportation *only*.
- To ensure the amount of transit benefit received does not exceed actual monthly commuting cost of public transportation
- To recertify your application to update commuting expenses whenever your commuting method, work schedule, or address changes

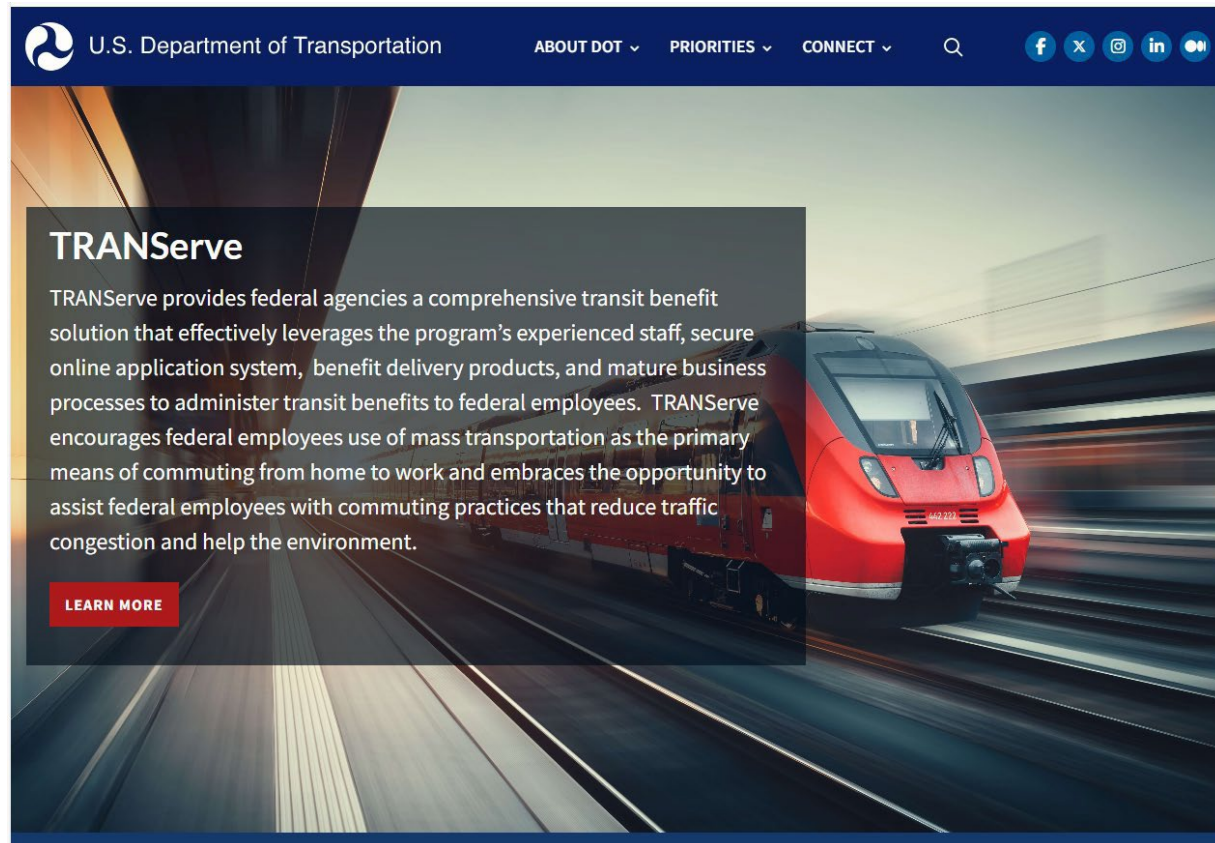
Legal Implications

Employees who misuse the transit benefit are subject to appropriate administrative action including discipline and/or disqualification from future participation in the Transit Benefit Program.

Disciplinary penalties can range from a letter of admonishment to removal from Federal Service, depending on the severity of the abuse.

Keep Current: transportation.gov/TRANServe

- ✓ Apply
- ✓ Recertify
- ✓ TRANServe Card
- ✓ News
- ✓ FAQs
- ✓ Research mass transit commute
- ✓ Subscribe



Mass Transportation modes eligible for transit benefits:

Rail

- Subway
- Commuter
- Light

Bus

- Transit Authority
- Commuter

Ferry

- Pedestrian or bicycle

Trolley



Not Approved for Transit Subsidy

POV- Single Occupancy

- Taxi
- Carpool
- RideShare

Parking

- Garage
- Commuter Parking
- Street Parking

Bike

- Bike Share
- Scooters
- Personal Bikes - refer to your Agency



Knowledge Check 1

The Transit Benefit Program's objective is to:

- ☐ A. Increase compensation of federal employees per month.
- ☐ B. Incentivize federal employees to use public transportation to reduce their contributions to traffic congestion and air pollution.
- ☐ C. Reward the employees for their hard work.



The answer is....

Knowledge Check 1

The Transit Benefit Program's objective is to:

- ☐ A. Increase compensation of federal employees per month.
- ☒ B. Incentivize federal employees to use public transportation to reduce their contributions to traffic congestion and air pollution.
- ☐ C. Reward the employees for their hard work.

B: The Federal Workforce Transportation Fringe Benefit Program under Executive Order 13150 is designed to reduce traffic congestion and air pollution.

Knowledge Check 2

True or False?

If I misuse my transit benefit by selling it or overestimating my need for the benefit, I can be removed from federal service.



The answer is....

Knowledge Check 2

True or False?

If I misuse my transit benefit by selling it or overestimating my need for the benefit, I can be removed from federal service.



The answer is....

True: Disciplinary **action** can range from a letter of admonishment to removal from Federal Service, depending on the severity of the abuse.

Knowledge Check 3

TRANServe's Role is:

- ☐ A. To distribute the transit benefit to federal employees.
- ☐ B. To administer the Transit Benefit Program.
- ☐ C. To establish Best Practices.
- ☐ D. All of the above.



The answer is....

Knowledge Check 3

TRANServe's Role is:

- ☐ A. To distribute the transit benefit to federal employees.
- ☐ B. To administer the Transit Benefit Program.
- ☐ C. To establish Best Practices.
- ☐ D. All of the above.

D: TRANServe delivers Transit Benefit Programs and establishes Best Practices.

Knowledge Check 4

Jermaine plans to start teleworking. The next step is to:

- ☐ A. Inform his supervisor.
- ☐ B. Continue claiming his transit benefit without change.
- ☐ C. Submit an updated application.



The answer is....

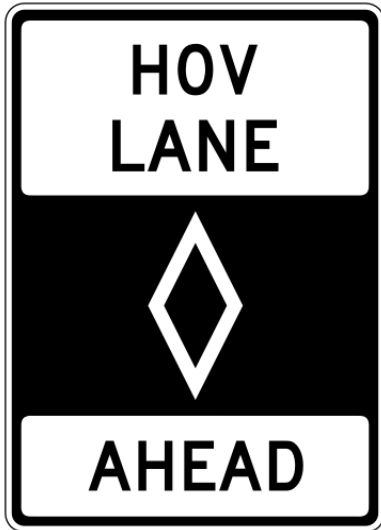
Knowledge Check 4

Jermaine plans to start teleworking. The next step is to:

- ☐ A. Inform his supervisor.
- ☐ B. Continue claiming his transit benefit without change.
- ☒ C. Submit an updated application.

C: You are responsible to update your transit benefit application and commuting cost worksheet whenever you change your commuting method, work schedule, or address.

Knowledge Check 5



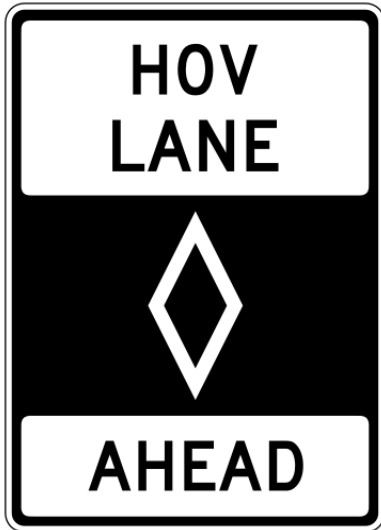
Keeva joined a carpool after commuting on the train for 5 years. She sold her benefit since she believed the benefit belonged to her. Was this the correct course of action?

- ☐ Yes
- ☐ No



The answer is....

Knowledge Check 5



Keeva joined a carpool after commuting on the train for 5 years. She sold her benefit since she believed the benefit belonged to her. Was this the correct course of action?

☐ Yes

☐ No

No: It is against the law to give away or sell the Transit Benefit

Knowledge Check 6

Hayly commutes from Virginia to get to work. Her commuting costs are \$345 per month. She is eligible to receive additional transit benefit since her commute is so costly.

- ☐ True
- ☐ False



The answer is....



Knowledge Check 6

Hayly commutes from Virginia to get to work. Her commuting costs are \$345 per month. She is eligible to receive additional transit benefit since her commute is so costly.

☐ True

☐ False

False: The federal government may provide up to the IRS maximum for mass transportation commuting costs. Hayley must cover the additional amount, “out of pocket”.



Knowledge Check 7

Becky chooses to ride in a carpool. She is eligible to receive the transit benefit.

- ☐ True
- ☐ False



The answer is....



Knowledge Check 7

Becky chooses to ride in a carpool. She is eligible to receive the transit benefit.

☐ True

☐ False

False. The Federal Transit Benefit is for federal employees who choose to commute on mass transit in a commuter highway vehicle. This includes bus, rail, light rail, and an authorized vanpool.

Carpools are not eligible for the federal transit benefit program.



Knowledge Check 8

Ivan rides mass transit and parks in the lot near the station. He includes his parking fees in the computation of his monthly commuting cost. He is right to do this.

☐ True

☐ False



The answer is....



Knowledge Check 8

Ivan rides mass transit and parks in the lot near the station. He includes his parking fees in the computation of his monthly commuting cost. He is right to do this.

☐ True

☐ False

False: The Federal Transit Benefit is exclusively for your home-to-work-to-home commute on mass transportation. Any other use is actionable as fraud, waste, or abuse of federal funds.



Knowledge Check 9

Ciera and her supervisor agree she may telework two days each week, indefinitely. Her transit benefit is \$25 per week. Now that she does not commute every day, her correct course of action is to:

- ☐ A. Thank her supervisor for his/her understanding.
- ☐ B. Continue claiming her transit benefit without change.
- ☐ C. Change her transit benefit to \$15 per week or \$60 per month.



The answer is....

Knowledge Check 9

Ciera and her supervisor agree she may telework two days each week, indefinitely. Her transit benefit is \$25 per week. Now that she does not commute every day, her correct course of action is to:

- ☐ A. Thank her supervisors for his/her understanding.
- ☐ B. Continue claiming her transit benefit without change.
- ☒ C. Change her transit benefit to \$15 per week or \$60 per month.

C: You must update your application and change your benefit amount whenever your commuting expenses change.

Knowledge Check 10

Chris is going to an off-site meeting. He is using mass transportation to travel to and from the meeting. Since he has extra funds on his TRANServe Card he decides to use his transit benefit. This is the correct course of action.

☐ True

☐ False



The answer is....

Knowledge Check 10

Chris is going to an off-site meeting. He is using mass transportation to travel to and from the meeting. Since he has extra funds on his TRANServe Card he decides to use his transit benefit. This is the correct course of action.

☐ True

☐ False

False: Travel to an off-site meeting or training class is an office expense. The Transit Benefit is provided solely for your home-to-work-to-home commute via mass transportation. “Extra” funds are swept back to your Agency at the end of the monthly cycle. A permanent change requires that you update your application, so you do not tie up much-needed funds.

Helpful Information

SmarTrip Card vs TRANServe Card

The SmarTrip card is for local DC Washington Metropolitan Area Transit Authority (WMATA) (bus/rail), while the TRANServe card is a debit card for broader transit (Amtrak, MARC, VRE, regional offices).

SmarTrip Card

- **Purpose:** Primarily for DC WMATA (bus & rail) and some local transit in the DC area (Montgomery County Ride On, TheBus, Loudon Community Bus, Arlington Transit, Fairfax Connector, DC Circulator, etc...).
- **Funding:** Subsidy loaded directly onto the card the first of the month (e.g., April's benefit available April 1st).
- **Use:** Tap to pay per ride or load monthly passes; funds can be for bus/rail or a mix.

TRANServe Card

- **Purpose:** A debit card for broader regional/national transit like Amtrak, MARC, or VRE.
- **Funding:** Subsidy loaded electronically, usually mid-month for the following month's use (e.g., March 10th for April benefits).
- **Use:** The debit card acts like a transit debit card for various systems (MARTZ, Keller, etc...).

Please consult [TRANServe National Capital Region Electronic Fare Media Guide](#)

National Capital Region's SmarTrip Card



[Register Your Card](#)

[SmarTrip Q&A](#)

[Monitor Your Benefit](#)

Customer Service: 888-SMARTRIP (M-F, 7AM-8PM)

The TRANServe Card



[Monitor Your Benefit](#)

Customer Service: 1-800-994-6722

Organization Code: **TRANSV**

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.

Additional information is available on our Website:

[TRANServe | US Department of Transportation](#)

For Agency specific questions, please contact your office transit coordinators (if in a regional office), section Administrative Specialists or [HR Transit Benefit Requests](#)

CONGRATULATIONS!

This certifies to your agency that you have successfully completed the annual requirement to review the roles and expectations of the Transit Benefit Program.

**Confirm by checking box on the
online application**