

**UNITED STATES  
PATENT AND TRADEMARK OFFICE**



# **Mandatory Public Transit Subsidy (PTS) Certification Training**

FY2025

UNITED STATES  
PATENT AND TRADEMARK OFFICE



# Topics

## Program Overview

- Background
- TRANServe Roles and Responsibilities
- Transit Subsidy Coordinator Roles and Responsibilities
- Participant Roles and Responsibilities

## Understanding the Certification Statement

# Program Overview

## Transit Benefit Program:

- Protects Nation's Infrastructure
- Reduces air pollution & traffic congestion
- Increases use of mass transit

## Studies show traffic congestion:

- Wastes 1.9 billion gallons of gas
- Costs over \$100 billion in wasted fuel & lost time
- Reduced commutes save individuals \$200 monthly

## Tax-free subsidy for *actual* costs of transportation

- Up to the maximum set by the IRS statutory limit

# Background

## Program History

- 1991 - Federal Transit Administration Program Pilot
- 1993 - Clean Air Act
- 2000 – E.O. 13150 Federal Workforce Transportation
- 2005 - SAFETEA-LU
- 5 U.S.C. § 7905 [Title 5, Part III of the U.S. Government Organization and Employees code]

## Eligibility

- All USPTO federal employees
- All USPTO interns/externs
- **NOTE: USPTO Contractors are NOT eligible for this benefit**

# Mass Transportation

- Rail (i.e. VRE, MARC, WMATA, AMTRAK)
- Bus (i.e. Metro, Fairfax Connector, DASH, DC Circulator, MTA Commuter Bus, Skyride)
- Ferry
- Trolley
- Qualified vanpools

# Disallowed Transportation

- Uber
- Taxi
- Lyft
- Airfare

Please make sure you do not put these, or anything like them on your application, as those will be disapproved.

# TRANServe Roles & Responsibilities

- Administers the Transit Benefit Program
- Distributes the transit benefit to qualified agency employees
- Establishes best practices
- Provides education, answers, and support to Program Offices

**TRAN***SERVE*

U.S. Department of Transportation

The Federal Government's Largest Transit Benefit Service Provider

RELIABLE • EFFICIENT • CERTIFIED COMPLIANT • SECURE

**Capability Statement**

*Program Overview*

The U.S. Department of Transportation has been distributing the transit benefit to federal employees since the early 1990s. TRANServe enables federal agencies to make use of a single established system with effective internal controls over the receipt, maintenance and distribution of the transit benefit to over 200,000 federal employees.

TRANServe is a fee for service program within the Department of Transportation that provides transit benefit program administration and distribution services for federal agencies. We alleviate the administrative burden of running the transit benefit program for our customers by assuming all data entry responsibilities in addition to providing best practices and resource tools. TRANServe has developed a staff with excellent qualifications and expertise on this program.

TRANServe provides unique advantages due to its size and breadth of experience and does this by working together with customers to ensure eligible employees receive their transit benefit and use it appropriately.



# **Transit Subsidy Coordinator Roles & Responsibilities**

- Provides customer care and assistance to program participants
- Provides administrative and financial accountability
- Acts in the best interest of the USPTO and program participants at all times

# Participant Roles & Responsibilities

- Understand the USPTO Transit Subsidy Program policy and guidelines **found on [SharePoint](#)**
- Participate in only one approved transportation benefit program at a given time
- Apply for benefit annually (make changes or withdraw as needed)
- Certify they understand the USPTO program policy and avoid misuse and/or fraud

# How to Use Benefits?

- Use benefits to commute to and/or from work (exclude daily parking fees)
- Benefits are not transferable
- Misuse is prohibited
  - Giving
  - Selling
  - Trading
  - Transferring to other individuals
  - Purchasing the same from another individual

Should the Office decide to investigate any employee's eligibility for participation in the PTS program, the amount of benefits claimed, or failure to timely return unused subsidies where applicable, the employee will continue to receive benefits pending the Office's determination concerning eligibility. The Office may, however reduce or stop benefits once it makes a determination of ineligibility or reduced eligibility. **Employees may be required to repay benefits improperly claimed, and may be subject to disciplinary or collection action.**

# PTS New Enrollment Training

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## **Key Requirements to apply for Transit Subsidy Benefit**

1. Use your federal email address to create a User Account and register.
2. Complete the Transit Benefit Program Application.

# Step 1. Direct link to TRANServe (DOT application system)

1. Open TRANServe using direct link
  - <https://transitapp.ost.dot.gov/>

# Step 1. How to Access DOT application system

1. Open a browser
2. Go to: [www.transportation.gov/transerve](http://www.transportation.gov/transerve)
3. Select: AGENCY PARTICIPANT PAGES
4. Scroll down to bottom of page/Select U.S Patent & Trademark Office (Under Additional Agencies)
5. Select Transit Benefit Program Application System
6. Select: Register
7. Complete: Register Account Information
8. Select: Blue "Register" prompt at bottom of page
9. Check emails/Sign in with system-generated password
10. Select: Transit Benefit Application
11. Select: Certify/Enroll

## Step 2. Click “Register” and complete registration account information form



### Complete the Registration Form

A screenshot of a login form titled "Login". It contains two input fields: "User Name:" with the placeholder text "Government Email Address" and "Password:" with the placeholder text "Enter password". Below the password field is a blue "Log in" button. To the right of the password field is a link that says "Forgot Password?". Below the "Log in" button is a link that says "Not registered yet?". To the right of this link is a blue "Register" button. A red arrow points down to the "Register" button.

Click Register

A screenshot of the "Register Account Information" form. It contains several input fields: "User Name:" with the placeholder text "Government Email Address", "First Name:" with the placeholder text "First Name", "Middle Name:" with the placeholder text "Middle Name", and "Last Name:" with the placeholder text "Last Name". Below these fields is a dropdown menu for "Agency/Mode:". Below the dropdown menu is a note that says "Agency options will show once your Government Email Address has been validated". Below this note is a "Phone Number:" input field. At the bottom of the form are three buttons: "Register" (blue), "Reset" (orange), and "Cancel" (white). A red arrow points to the "Register" button.

A temporary password is emailed to your official federal government email address.



# Step 3. Wait for temporary password to Login to DOT TRANServe System

U.S. Department of Transportation  
**TRANSERVE**

Login

\*User Name:

\*Password:

[Log In](#)

[Forget Password\\*](#)

Not registered yet? [Register](#)

**\*\*\*WARNING\*\*\*WARNING\*\*\*WARNING\*\*\***

You are accessing a U.S. Government information system, which includes this computer, the computer network to which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S. Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system.

**\*\*\*WARNING\*\*\*WARNING\*\*\*WARNING\*\*\***

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Tue 8/14/2018 8:35 AM

PTB Public Website Administrator <DONOTREPLY.TRANServeWebApp@dot.gov>

To  Miranda, Ivana

Retention Policy 7 year Permanent Delete for Entire Mailbox (NON-CAPSTONE) (7 years)

#### Blue Category

 Follow up. Start by Tuesday, August 14, 2018. Due by Tuesday, August 14, 2018.  
You forwarded this message on 8/17/2018 4:41 PM.

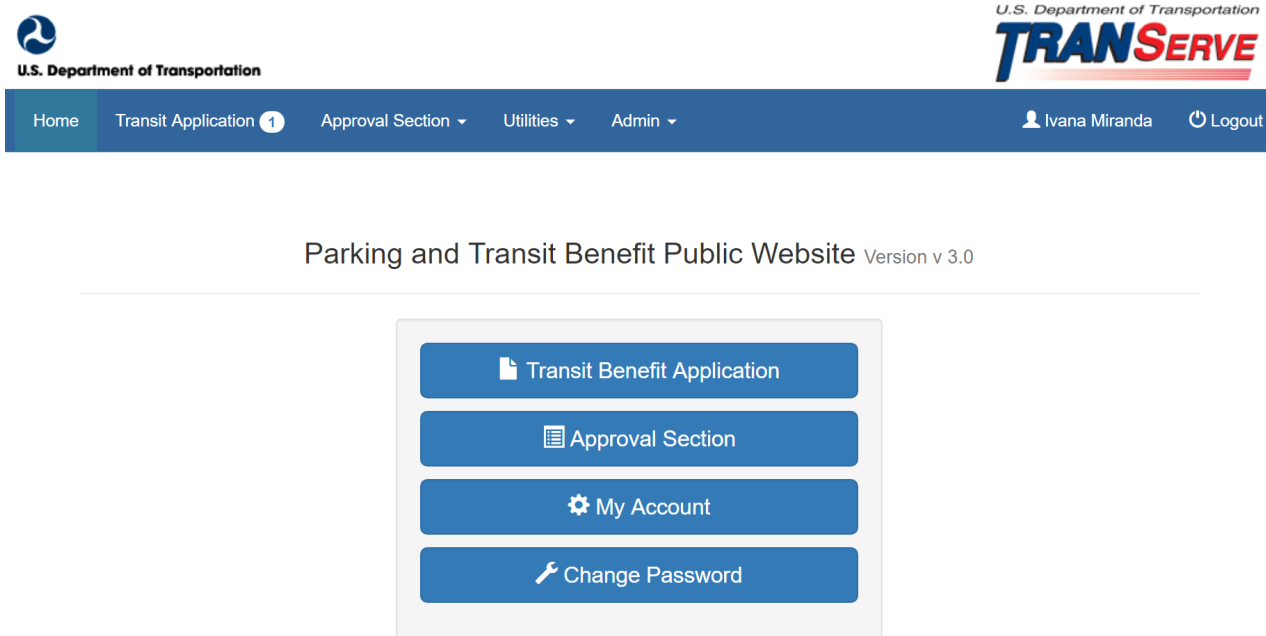
#### Action Items



An example of the automated email from  
the DOT/TRANServe system.

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## Step 4. Select “Transit Benefit Application”



**The USPTO does not offer a parking subsidy.**

# Step 5. Select "Certify/Enroll" and continue



U.S. Department of Transportation



Home

Transit Application

Approval Section 8

Utilities

Admin

Jax Ellis

Logout

Select an Action to Continue

Employer: U.S. Patent and Trademark Office

☒ Certify/Enroll/Change

☐ Withdraw from the Program

☐ Request Information

Continue

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## Step 6. Review and select “I Agree” to USPTO program certification statements.

### 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. Patent and Trademark Office or am a volunteer worker with the U.S. Patent and Trademark Office. NOTE: USPTO contractors are NOT eligible.
- 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 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, 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.
- I certify that my parking fees are not included in the computation of the daily, weekly or monthly commuting costs for my transit benefit.



# Step 7. Certify/Enroll - Complete Transit Benefit Application Worksheet

\* indicates required field.

Certify/Enroll

 Transit Benefit Application Worksheet

All Transit Benefit Program Applicants are required to certify the **"Total Monthly Expense"** of their [Home to Work Mass Transit Commute](#).

**Parking fees are not eligible for the transit benefit and must not be included in "Total Monthly Expense".**

Instructions: To calculate your **"Total Monthly Expense"**

- a. Select your transportation method(s)
- b. Enter the following information in the "To Work" and "From Work" row(s) of each transportation method:
  - i. Name of Company for your method of transportation (Metro, BART, Subway)
  - ii. Daily or Monthly Expense
  - iii. Number of days you routinely work in a month
- c. If you purchase a Monthly pass, divide the price of the pass by 2, and enter the information in the Monthly Expense column.
- d. The Total Monthly Expense value automatically populates

\*Reason for Certification:

Not Applicable: ?

CIVILIAN

Work Status:

Full Time



## Step 7. Certify/Enroll – Select New Transit Benefit Participant. Check box for training.

\*Reason for Certification:

New Transit Benefit Participant

Address or SmarTrip® Card Number Change

Agency Change

Annual Certification/Recertification

New Transit Benefit Participant

Rate Change

Vendor and Rate Change

Not Applicable: ?



\*Reason for  
Certification:

New Transit Benefit Participant



\*I have completed the required Transit Benefit Integrity training for my  
Agency



**All participants must complete this online training.  
Watch the recorded video session; you may fast forward  
through the repeated portions. Pay attention to the details.**

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# Step 8. Expand to enter daily transportation method to/from work (i.e. Bus, Rail, Vanpool)

Defined work schedule examples:

- If you work a Basic schedule of 8-hours per day, the average amount of 20 Days can be entered into the Days per Month column
- If you work a Flex Schedule of 9-hours per day, the average amount of 18 Days can be entered into the Days per Month column
- If you work a Compressed schedule of 10-hour days, the average amount of 16 Days can be entered into the Days per Month column
- If you telecommute or work part time, enter the number of days you actually commute to/from work.

\*Select your transportation methods:

Bus

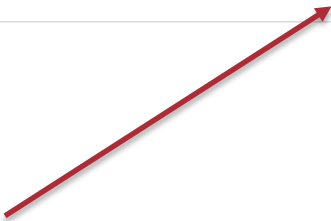
Other Bus

Rail

Other Method

Vanpool

Please select your Transportation Methods



\*Select your transportation methods:

Bus

Other Bus

Rail

Other Method

Vanpool

Vanpool:

Name of Company

\$

Daily Expense

Days per Month

\$

Monthly Expense



# Step 9. Complete Expense Worksheet

\*Select your transportation methods:

Bus

Other Bus

Rail

Other Method

Vanpool

Bus to Work:	<div>Bus Name</div> <div>Name of Company</div>	<div>\$ 2.25</div> <div>Daily Expense</div>	<div>22</div> <div>Days per Month</div>	<div>\$ 49.50</div> <div>Monthly Expense</div>
Bus from Work:	<div>Bus Name</div> <div>Name of Company</div>	<div>\$ 2.25</div> <div>Daily Expense</div>	<div>22</div> <div>Days per Month</div>	<div>\$ 49.50</div> <div>Monthly Expense</div>
Rail to Work:	<div>Rail Name/Starting Station</div> <div>Name of Company</div>	<div>\$ 2.25</div> <div>Daily Expense</div>	<div>22</div> <div>Days per Month</div>	<div>\$ 49.50</div> <div>Monthly Expense</div>
Rail from Work:	<div>Rail Name/Starting Station</div> <div>Name of Company</div>	<div>\$ 2.25</div> <div>Daily Expense</div>	<div>22</div> <div>Days per Month</div>	<div>\$ 49.50</div> <div>Monthly Expense</div>

Note: Key in “WMATA” instead of “*Metro*” for National Capital Region/ Washington DC Metro area.

**All rails need a starting station. Applications without rail stations will be disapproved.**



# Step 10. Complete the application – enter USPTO Employee ID number (all fields w/asterisks \* are required)

\*Employee ID #: ?

\*\*\*\*\*

Name:

MIRANDA

IVANA

H

(Last)

(First)

(Middle)

Email Address:

Ivana.Miranda@uspto.gov

\*Work Phone: ?

571-272-6503

Alternate Name: ?

U.S. Patent and Trademark Office

\*Select Your Agency: ?

USPTO

\*Region: ?

ALEXANDRIA, VA

\*Business Unit: ?

CFO - CHIEF FINANCIAL OFFICER

Populates from Select Your Agency

Employment Type: ?

FEDERAL EMPLOYEE

Select...

Click the Select button to select Employment Type

Duty Station: ?

ALEXANDRIA

Select...

Click the Select button to select Duty Station



# Complete alternate name field

\*Employee ID #: [REDACTED]

Email: [REDACTED] -6503

Alternate: [REDACTED]

What do I enter here? (USPTO)

If your ID badge, Employee locator and email address don't match please enter alternate names here.

Close

## U.S. Patent and Trademark Office

\*Select Your Agency: ? [USPTO ▼]

\*Region: ? [ALEXANDRIA, VA ▼]

\*Business Unit: ? [CFO - CHIEF FINANCIAL OFFICER ▼]  
Populates from Select Your Agency

Employment Type: ? [FEDERAL EMPLOYEE] [Select...]  
Click the Select button to select Employment Type

Duty Station: ? [ALEXANDRIA] [Select...]  
Click the Select button to select Duty Station

# Select Region (based on current official duty location)

\*Employee ID #: ?

\*\*\*\*\*

Name:

MIRANDA  
(Last)

IVANA  
(First)

H  
(Middle)

Email Address:

Ivana.Miranda@uspto.gov

\*Work Phone: ?

571-272-6503

Alternate Name: ?

U.S. Patent and Trademark Office

\*Select Your Agency: ?

USPTO

\*Region: ?

ALEXANDRIA, VA

\*Business Unit: ?

CFO - CHIEF FINANCIAL OFFICER

Populates from Select Your Agency

Employment Type: ?

FEDERAL EMPLOYEE

Select...

Click the Select button to select Employment Type

Duty Station: ?

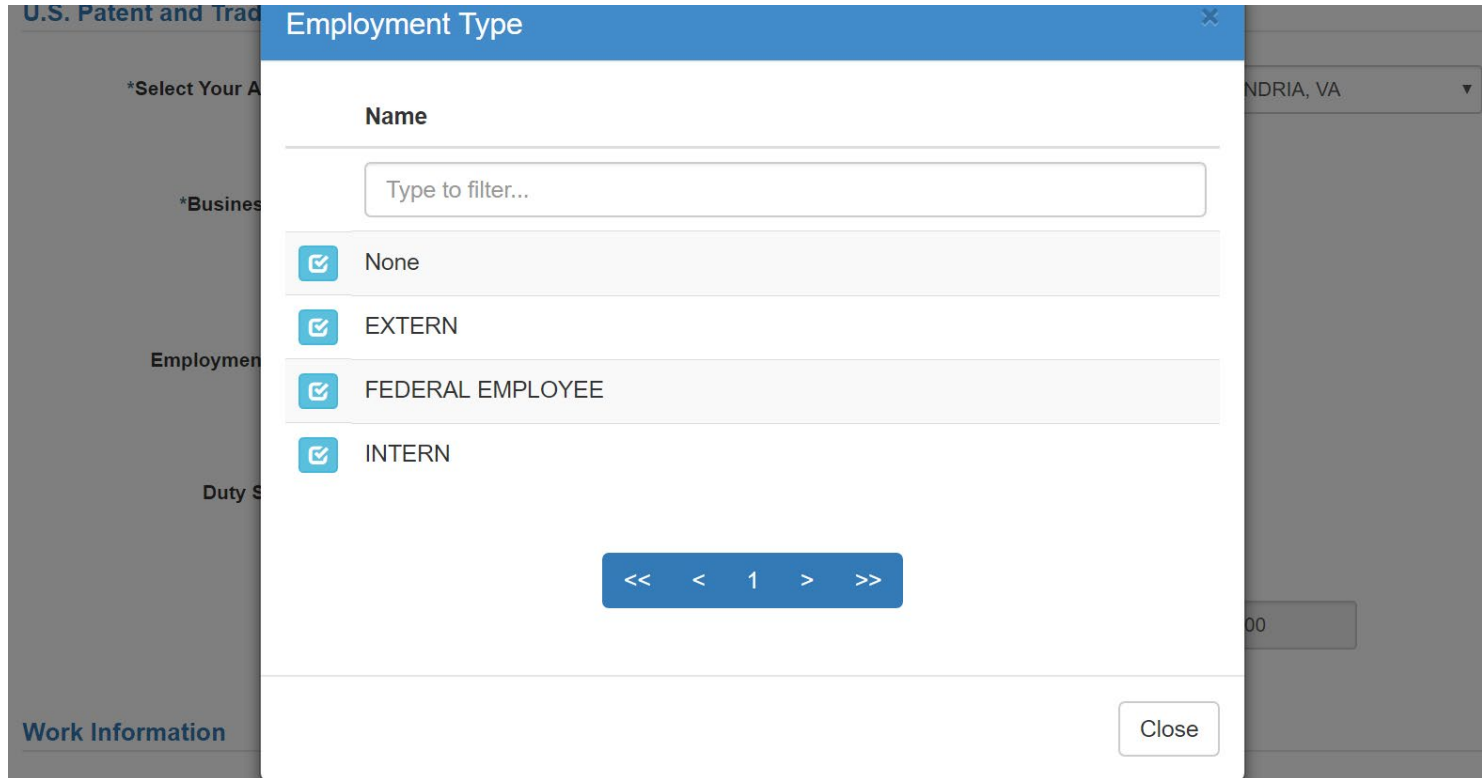
ALEXANDRIA

Select...

Click the Select button to select Duty Station



# Select Employment Type (Federal Employee, Extern/Intern only)



The screenshot shows a modal dialog box titled "Employment Type" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Name" with a search input field containing the placeholder text "Type to filter...". Below the search field is a list of four options, each with a blue checkmark icon in a square box to its left: "None", "EXTERN", "FEDERAL EMPLOYEE", and "INTERN". At the bottom of the list is a pagination bar with buttons for "<<", "<", "1", ">", and ">>". In the bottom right corner of the dialog is a "Close" button. The background of the application is dimmed, showing parts of a form with labels like "U.S. Patent and Trademark Office", "\*Select Your Agency", "\*Business", "Employment", "Duty Station", and "Work Information".

**NOTE: Application will be disapproved if “None” is selected.**

# Select Duty Station (Note: Options are on two pages)

Duty Station

Name

Type to filter...

☒

None

☒

ALEXANDRIA

☒

BOYERS

☒

DALLAS

☒

DENVER

<<

<

1

2

>

>>

Close

Duty Station

Name

Type to filter...

☒

DETROIT

☒

HOME

☒

SILICON VALLEY - SAN JOSE

<<

<

1

2

>

>>

Close

# Step 11. Enter Address for usual commute to/from work

## Work Information

*Work Address:	<input type="text" value="600 Dulany Street"/>		
*Work City:	<input type="text" value="Alexandria"/>	*Work State:	<input type="text" value="VA"/>
		*Work Zip:	<input type="text" value="22314"/>

## Residence Information

*Address:	<input type="text" value="LOCAL PHYSICAL ADDRESS"/>		
	<input type="text" value="WHERE YOU BEGIN YOUR COMMUTE"/>		
*City:	<input type="text" value="ANYTOWN"/>	*State:	<input type="text" value="VA"/>
		*Zip:	<input type="text" value="22314"/>

# Step 12. Select Point of Contact

## Approver Information






\*Point of Contact: ?

SIMS, LATRICE

Select...

Click the Select button to select Point of Contact

## Point of Contact

	Name	Region	Email
	LATRICE SIMS	ALEXANDRIA, VA	latrice.sims@uspto.gov
	CASSANDRA GARCIA	DALLAS	Cassandra.Garcia@USPTO.GOV
	BRETT CONTY	DENVER	brett.conty@USPTO.gov
	LORRE DEWITT	DETROIT	TransitSubsidyCoordinator@uspto.gov
	TARLISE LOTT	SAN JOSE, CA	TransitSubsidyCoordinator@uspto.gov

Close

POC's do not approve applications. They will receive the TRANServe cards in each location. For questions on application approval, please reach out to [transitsubsidycoordinator@USPTO.GOV](mailto:transitsubsidycoordinator@USPTO.GOV) and not your POC.

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# Step 13. SmarTrip card users must provide registered card information or enter NA

## Enter NA

(No spaces or special characters)

If you are:

- A Regional Office Employee
- or
- A commuter who rides
  - VRE
  - Vanpools, Amtrak
  - Metro Access
  - MTA

The screenshot shows a web form titled "What number do you need? (USPTO)". The form contains the following text:

SmarTrip cards are limited to WMATA (Metro) enabled commuters in the NCR (Washington, DC-Virginia-Maryland).  
If your transportation provider does not accept a SmarTrip card, enter NA.

The card must be registered with WMATA in the EXACT NAME used on the application. NAMES MUST MATCH on SmarTrip Card and Transit Benefit Application. Applications will be disapproved for unregistered SmarTrip cards or inaccurate names.

Enter the SmarTrip Card number without dashes or spaces.  
See the samples below to identify your card number series, then insert the numbers on the application in the same format that follow =

Example 1: [01670693456479929601]  
Example 2: [012345678]  
Example 3: [012345678] 3  
Example 4: 0020 00[012345678] 1 or [0020000123456781]

\*Please note that changing the name on your Smartrip.com account will not update your SmarTrip card registration.

These are two separate features in the WMATA system that do not link.

Changing your SmarTrip card in this system will NOT update your WMATA SmarTrip registration.

At the bottom of the form, there is a "PRIVACY ACT STATEMENT:" section with a link to "Privacy Act Statement" and a link to "Policies & Notices | WhiteHouse.gov".

## If your commute requires a split distribution

(SmarTrip card AND credit card, please add Comments for Agency Approvers to tell us:

How much money to assign to your credit card  
How much money to assign to your SmarTrip card.

NOTE: The total must match your total commute costs.

\*Point of Contact: ? SHIRLEY PLUMME Select... Not Applicable:

Click the Select button to select Point of Contact


---

\*SmarTrip Card Number: ? MY SMARTRIP CARD NO.

---

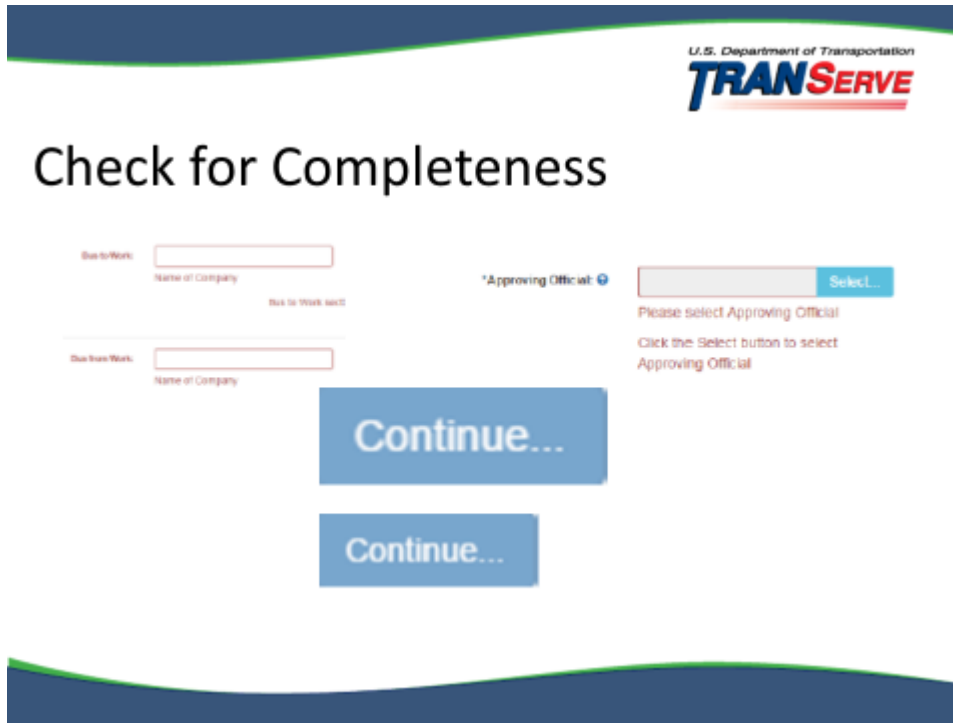
Comment for Agency Approvers: ?

Debit card = \$165 SmarTrip card = \$100. The total must match your total commute costs.



## COMMENTS FOR AGENCY APPROVERS

## Step 14. Check application for accuracy and completeness. Correct errors or select “continue”.



The screenshot shows the 'Check for Completeness' page of the TRANSERVE application. At the top right is the U.S. Department of Transportation TRANSERVE logo. The main heading is 'Check for Completeness'. Below this, there are two input fields for 'Due to Work' and 'Due from Work', each with a 'Name of Company' label and a 'Back to Work' link. To the right, there is an 'Approving Official' field with a 'Select...' button. Below the 'Select...' button, there is a message: 'Please select Approving Official' and 'Click the Select button to select Approving Official'. At the bottom, there are two large blue buttons labeled 'Continue...'. The page is framed by a dark blue header and footer with a green wavy line.

**Continue = Submit**

There is no summary or review page. Selecting continue will submit your application.

## Step 15. Select YES or NO for SmartBenefits Program

- If you need funds on your SmarTrip card, select YES, I would like to enroll (in SmartBenefits Program)
- If you do not want funds on your SmarTrip card, select NO Thank You.
- If your provider does not accept a SmarTrip card, you should not see this page.

### Smart Benefits Program

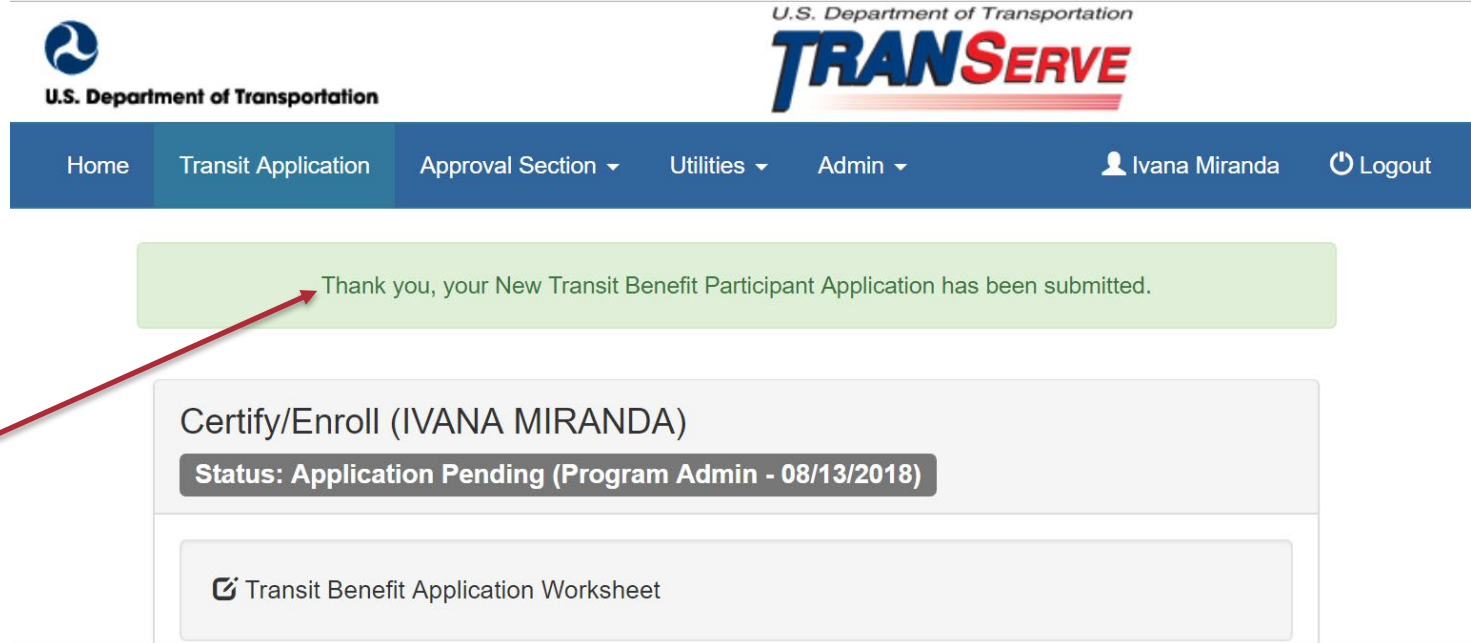
If you would like to enroll in the SmartBenefits Program or you are already a SmartBenefits participant, please click the “Yes” button. The SmartBenefits Program eliminates the need to transfer funds to your SmarTrip card. Instead, your monthly transit benefit is downloaded directly to your SmarTrip card on the first day of every month.

YES I would like to enroll

NO Thank You

# CONGRATULATIONS!!

**You have now completed the application process for the  
USPTO Transit Subsidy Program.**



The screenshot displays the TRANSERVE application portal interface. At the top, the U.S. Department of Transportation logo and the TRANSERVE logo are visible. Below the logos is a navigation bar with links for Home, Transit Application, Approval Section, Utilities, and Admin. The user's name, Ivana Miranda, and a Logout button are also present. A green confirmation message states: "Thank you, your New Transit Benefit Participant Application has been submitted." Below this, the user's application status is shown as "Certify/Enroll (IVANA MIRANDA)" with a status of "Application Pending (Program Admin - 08/13/2018)". A link to the "Transit Benefit Application Worksheet" is also visible.

U.S. Department of Transportation

**TRANSERVE**

Home Transit Application Approval Section ▾ Utilities ▾ Admin ▾

Ivana Miranda Logout

Thank you, your New Transit Benefit Participant Application has been submitted.

Certify/Enroll (IVANA MIRANDA)

Status: Application Pending (Program Admin - 08/13/2018)

Transit Benefit Application Worksheet

Look for this message. You will not receive an email until the application is approved or disapproved.

## NEXT STEPS

- ❑ Applicants will receive “Application has been submitted” message on the screen. There is NO email for submitting an application.
- ❑ Applicants will receive a confirmation e-mail when the application is approved or if disapproved
  - Explanation of disapproval is provided

# Application Status:

If your application is disapproved, see the Reason.

- Select Update Disapproved Certification to correct the application.
- If you do not understand the Reason, you may Request Information; or email [transitsubsidycoordinator@USPTO.GOV](mailto:transitsubsidycoordinator@USPTO.GOV).

Your Current Application Status: **Certification Disapproved (08/14/2018)**  
Reason: Testing 123

Select an Action to Continue

Employer: U.S. Patent and Trademark Office

☒ Request Information ?

☐ Update Disapproved Certification ?

Continue

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**Update Disapproved Certification:** Prior to contacting the Transit Subsidy Coordinator, see Disapproved Reason (top and bottom of app). Either continue with pre-populated data and update accordingly or select Delete Application and Start Over.

Delete Application and Start Over

Disapproved Reason: Testing 123

\* indicates required field.

Certify/Enroll

Status: Certification Disapproved ()

✔ Transit Benefit Application Worksheet

\*Select your transportation methods:

Bus

Other Bus

Rail

Other Method

Vanpool

Vanpool:

Lucky Day Vans

\$ 11.82

22

\$ 260.00

Name of Company

Daily Expense

Days per Month

Monthly Expense

Every Transit Benefit Program Participant is responsible to adjust the amount of their transit benefit each month to reflect the actual cost of their home to work commute.

Total Monthly Expense:

\$ 260.00

✔ Transit Benefit Program Application

Disapproved Reason: Testing 123



# DISTRIBUTION OF BENEFITS

- For SmarTrip card commuters: Benefits will load on the first day of each month.
- For debit card commuters: Benefits will load on the 10<sup>th</sup> of each previous calendar month for advance ticket purchases.
  - i.e. March benefits will load February 10<sup>th</sup>.

**Please note: benefits do not roll-over or accumulate.**



# TRANServe Cards

- If you use a TRANServe credit card, it will be sent to the Office of Finance, arriving 7-10 business days after your application has received its final approval by DOT. You will receive an email when the TRANServe Card is available for pickup, with instructions on picking up your card, as well as activating.

**Note:** As the TRANServe card is a credit card, purchases do not post immediately. It is recommended you use your funds by the 4th of the month to avoid accidentally using the next month's funds.

# When do I make changes to my application?

## SITUATION

Change in hoteling status

Change in # telework days

Transition to monthly parking

Fare increases

**Leaving the agency**

## ACTION

Change [commute] Days per Month or Withdraw

Change [commute] Days per Month

Withdraw from Transit program

Modify Daily Expense

**Withdraw from Transit program/Return debit card**

**NOTE:** *When/If the maximum allowable subsidy amount increases, you DO NOT need to change your application unless you also have a change in commuting data. Increases for the maximum allowable subsidy amount is automatic, based on the data provided.*



# Thank you for choosing to commute using mass transit.

For USPTO questions about the Transit Subsidy Program or to report a concern and/or claim of non-receipt, please email:

**[TransitSubsidyCoordinator@USPTO.GOV](mailto:TransitSubsidyCoordinator@USPTO.GOV)**

For virtual assistance, call:

**571-270-5578**

Additional information is available on the following sites:

**Commuter SharePoint site:**

<https://usptogov.sharepoint.com/sites/0782646c/SitePages/transit-program-commuters.aspx>

**Department of Transportation (DOT)/TRANServe site:**

<https://www.transportation.gov/transerve/faq>



# PPA Code for Training

ATRAIN-0000-090101

POPA and NTEU 243 bargaining unit employees are permitted one hour of other time for this training.

