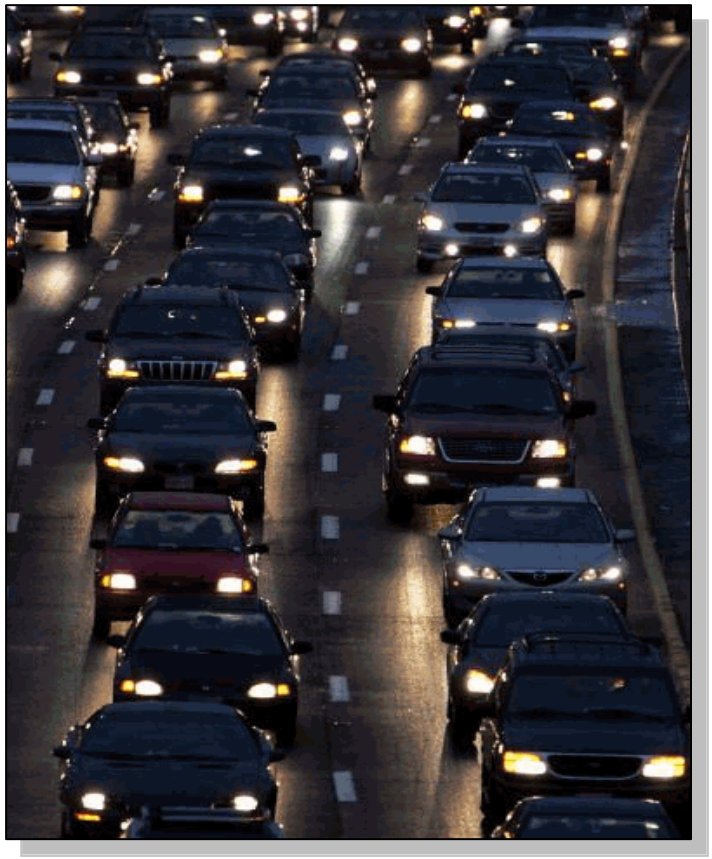
U.S. Department of Transportation

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Transit Benefit Program Integrity Awareness Training

Last update: 4/10/2024

Background



Program Overview

The transit benefit subsidy provides an incentive to Federal employees to utilize mass transit (subway/metro, bus, vanpools) 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

- House Members
- House permanent staff
- House-paid interns

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?

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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

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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, nor participate in a carpool

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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

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Legal Implications

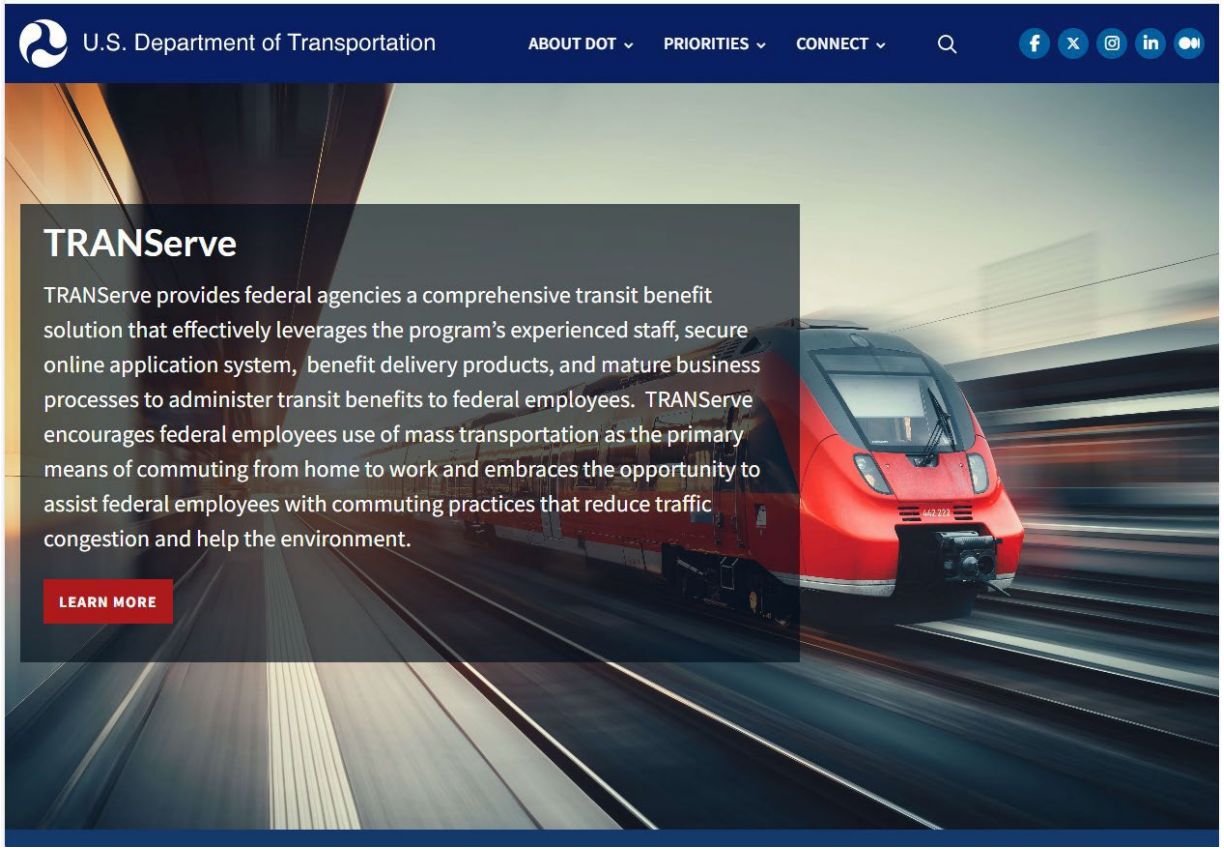
Employees who misuse the transit benefit are subject to appropriate administrative action including discipline and/or disqualification from future participation in the Transit Benefit Program.

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

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Keep Current: transportation.gov/TRANServe

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



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Mass Transportation modes eligible for transit benefits:

Rail

- Subway
- Commuter
- Light

Bus

- Transit Authority
- Commuter

Ferry

- Pedestrian or bicycle

Trolley

Qualified vanpools

- Commercial/private vehicle
- At least six seats, excluding the driver



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Vanpool

- The vanpool must seat a minimum of 6 passengers (not including the driver).
- At least 50% of the adult seating capacity of the vehicle (not including the driver) must be used for the transportation of employees to and from work, and such transportation must represent 80% of the overall usage of the van.



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.

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.

TRANServe delivers Transit Benefit Programs and establishes Best Practices.

Knowledge Check 4

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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....

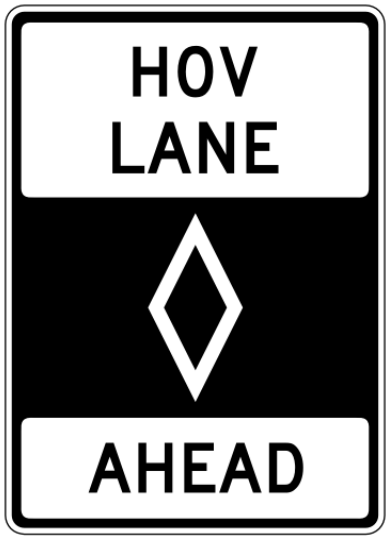
Knowledge Check 4

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.

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

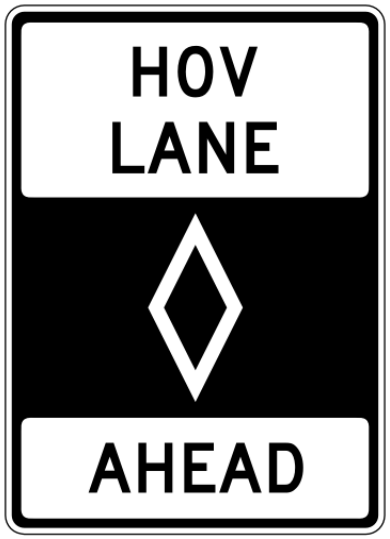


Keeva joined a carpool after commuting on the train for 5 years. She sold her benefit since she believed the benefit belonged to her. Was this the correct course of action?

- ❑ 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

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 $385 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 $385 per month. She is eligible to receive additional transit benefit since her commute is so costly.

- ❑ True
- ❑ 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

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.

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

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.

Knowledge Check 11

Mike recently started his own vanpool company called Mike's Ride LLC. Mike applies for Federal Transit benefits with vanpool as his mode of transportation. He will use his own vanpool company to ride to and from work. How should Mike answer the question below while applying for Transit Benefits?

Do you or a member of your household own or financially benefit from the operations of this Vanpool?

- ❑ Yes
- ❑ No



The answer is....

Knowledge Check 11

Mike recently started his own vanpool company called Mike's Ride LLC. Mike applies for Federal Transit benefits with vanpool as his mode of transportation. He will use his own vanpool company to ride to and from work. How should Mike answer the question below while applying for Transit Benefits?

Do you or a member of your household own or financially benefit from the operations of this Vanpool?

- ❑ Yes
- ❑ No

Due to your answer, this application requires a waiver. Please contact your transit benefit coordinator to initiate the waiver process.

Thank you for choosing to commute using mass transit.

Additional information is available on our Website:

TRANServe | US Department of Transportation

For Agency specific questions, please contact:

Office of the CAO, Office of Finance
Office of Payroll & Benefits
(202) 225-1435

Congratulations!

You have successfully completed

TRANSIT BENEFIT INTEGRITY TRAINING

_____

(Print this page and print name legibly above)

Provide this certificate to the Office of Payroll & Benefits, B215 Longworth HOB

United States House of Representatives