

U.S. Department of Transportation



# Transit Benefit Application System Approver Training

updated September 25, 2017

# AGENDA

- **Purpose**
- **Approver Role**
- **Application Review Process**
- **The Portal**
- **Features & Benefits**
- **The Demonstration**

# TRANServe Web Application

## Why are We doing this?

- Increased efficiency
- Eliminates use of paper
- Better Internal Controls
- User Friendly

# TRANServe Web Application

- **Increase efficiency**
  - **Streamline verification/approval process**
  - **Fewer errors**
  - **Easy to read**

# TRANServe Web Application

- **Elimination of paper**
  - **Supports Green Initiatives**
  - **Participant information is more secure**
  - **Application history is stored on secure server**

# **Personally Identifiable Information**

**Name**

**Employee ID**

**Office Phone**

**Home Address**

**Office Address**

**Supervisor's Name**

# Better Internal Controls

- **Program Management Expertise**
- **Applicant Primarily Responsible**
- **Recoups unused funds**
- **Requires Government email**

# User Friendly

- **Application Routing**
  - **Faster to apply, withdraw or recertify & get approved**
- **Commuting Cost Expense Worksheet**
  - Auto-calculates
  - Dynamic help menus



# So, Where do I fit in?



# Transit Benefit Application Overview of Major Steps



## Participant

### Participant...

- Registration
- Training
- Application
- Updates
  - Notification of changes
  - Recertify

## First Approver

### Supervisor...

- Verifies Training
- Reviews Application for Reasonableness
  - Reviews Cost
  - Agency Info

## 2<sup>nd</sup> , 3<sup>rd</sup> Approver

### Transit Benefit Coordinator

- Supports 1<sup>st</sup>
- Answers Program ?'s
- Monitors Costs
- Reviews Application
  - Admin
  - POC
  - Growth

## TRANServe

### Transit Benefit Manager

- Supports TBCs
- Final Approvals
- Provides the Benefit to Approved Participants

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

# TRANServe Website – Your Resource



NEWS



PARTICIPATING AGENCIES:  
APPLY/RECERTIFY



FAQs



RESOURCES



TRANSIT PROVIDERS



PARTNER WITH  
TRANSERVE



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## Participants

Federal employees committed to using mass transportation for their home to work to home commute are eligible to receive the federal transit benefit.

TRANServe supports you with simplified access to transit authority information, electronic applications, how-to instructions and other resources that encourage your use of mass transportation as your primary means of commuting from home to work. The transit benefit is a subsidy, not an entitlement. Simply stated, it can go away.

Protect your transit benefit by following a few basic rules:

- Apply using your Agency's established application process
- Spend the transit benefit to make a direct purchase through your transit authority
- Ride mass transportation for the bulk of your own home to work to home commute
- Comply with your Agency's Transit Benefit Program Policy

Always Protect Your Transit Benefit - Any month the amount you receive exceeds the amount you use, you must return the excess funds to your Agency!

Report Waste, Fraud and Abuse to your Agency Point of Contact or Inspector General Hotline

### Related Links

- [Apply Now](#)

### Contact Us

**TRANServe**  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
United States  
[TRANServe@dot.gov](mailto:TRANServe@dot.gov)

### Share



# Your Page

- The U.S. Air Force Participants Page
  - Enables your employees to self serve
  - Centralizes Program Information
  - Portal to the Web Application...
  - <https://www.transportation.gov/transerve/participants/USAF>

GO

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[Army Regions](#)[STATE](#)[Treasury - HQ](#)[Treasury - MINT](#)[TRE-TIGTA](#)[US AIR FORCE](#)[US COURTS - BALTIMORE](#)[US DISTRICT COURTS MD](#)[USCG](#)[USDA](#)[USNAVY](#)

Updated: Thursday, September 14, 2017

### Related Links

- [Apply Now](#)

### Contact Us

TRANServe  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
United States  
[TRANServe@dot.gov](mailto:TRANServe@dot.gov)

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## U.S. Air Force

### Required Training:

- [Transit Benefit Integrity Awareness Training](#)

### Application:

- [USAF Transit Benefit Program Enrollment/Change Application](#)

### Transit Benefit Guides:

- [USAF APPLICANT Quick Guide](#)
- [USAF APPLICANT Complete Guide](#)
- [USAF APPROVER Quick Guide](#)
- [USAF APPROVER Complete Guide](#)
- [FREQUENTLY ASKED QUESTIONS](#)

### Policy Documents:

- [Transit Policy Directive](#)
- [Vanpool Policy](#)
- [D-21](#)

## Contact Us

TRANServe  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
United States  
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## Share





# How Do I Access the Application System?

Go to: <https://www.transportation.gov/transerve/>

Click: Participating Agencies Apply/Recertify

Select: USAF

Click: Application System Link



**PARTICIPATING AGENCIES:  
APPLY/RECERTIFY**

## Step 1: Create An Account

Use your official federal government email address to create a User Account Profile

# Complete the Registration Form


Login

\*User Name:

\*Password:

[Forgot Password?](#)

Not registered yet?



Click "Register"

# The first time in – Complete this simple form


### Register Account Information

**\*User Name:**

**\*First Name:**


**Middle Name:**

**\*Last Name:**

**\*Agency/Mode:**  

Agency options will show once your Government Email Address has been validated

**Phone Number:**



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

## Login

\*User Name:

Firstname.Lastname@Agency.gov

\*Password:

.....

Log In

[Forgot Password?](#)

Not registered yet?

[Register](#)

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

You are accessing a U.S. Government information system, which includes this computer, the computer network on 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\*\***

# Create a Password

## Change Password

**\*Current Password:**

**\*Create New Password:**

**\*Confirm New Password:**

**\*Create a Hint:**

# Log in

## Login

\*User Name:

Firstname.Lastname@Agency.gov

\*Password:

.....

Log In

[Forgot Password?](#)

Not registered yet?

[Register](#)

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

You are accessing a U.S. Government information system, which includes this computer, the computer network on 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:

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



Home

Transit Application

Approval Section ▾


Utilities ▾

Admin ▾

## Parking and Transit Benefit Public Website Version v 3.0

 Transit Benefit Application


 Approval Section

 My Account

 Change Password

# Select an Activity

 Transit Benefit Application

 My Account

 Change Password



U.S. AIR FORCE

Home

Transit Application

Approval Section ▾

Utilities ▾

Admin ▾

*Pending Supervisor*

*Pending Second Approver*


*Pending Program Admin*


*Approved Records*


*Disapproved Records*


*Completed Records*


## Parking and Transit Benefit Public Website Version v 3.0

 Transit Benefit Application

 Approval Section

 My Account

 Change Password

 Agency Reports



Pending Transit Application **5** **Approving Official**

Mode	Admin	Request Date	Type	Name	
<a href="#">View</a> FDIC	DC	04/14/2016	New Transit Benefit Participant	Name	<a href="#">Approve</a> <a href="#">Disapprove</a> <a href="#">Delete</a>
<a href="#">View</a> FEDSOURCE-HQ		12/06/2015	SmarTrip and Rate Change	Name	<a href="#">Approve</a> <a href="#">Disapprove</a> <a href="#">Delete</a>
<a href="#">View</a> FEDSOURCE-HQ	WHITMIRE, TAMMY	04/12/2016	Withdraw from the Program	Name	<a href="#">Approve</a> <a href="#">Disapprove</a> <a href="#">Delete</a>
<a href="#">View</a> TRICARE-REG		01/07/2016	Rate Change	Name	<a href="#">Approve</a> <a href="#">Disapprove</a> <a href="#">Delete</a>
<a href="#">View</a> VA	849TM1	01/07/2016	Agency Change	Name	<a href="#">Approve</a> <a href="#">Disapprove</a> <a href="#">Delete</a>



Home

Transit Application

Approval Section ▾

Utilities ▾

Admin ▾

Approve

Disapprove

Cancel

Reason:

Certify/Enroll (PARKER DUNPHY)

Status: Certification Pending (Approving Official)

Approve

Disapprove

Cancel

**Reason:**

Correct Supervisor

Certify/Enroll (PARKER DUNPHY)

**Status: Certification Pending (Approving Official)**

# Review Application History

Application History [3924] ×

Action Date	Action	Action By
03/02/2016 10:39:45AM	Annual Certification/Recertification Request sent to Manager/Fund Certifier	Cheri Johnson
03/02/2016 08:18:45AM	Annual Certification/Recertification Entered	Parker Dunphy

Always follow your Agency work schedule policy for specific guidance on the Days per Month entry.

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.


<b>Bus to Work:</b>	MBTA	\$1.00	10	\$10.00
	<i>Name of Company</i>	<i>Daily Expense</i>	<i>Days per Month</i>	<i>Monthly Expense</i>

<b>Bus from Work:</b>	MBTA	\$1.00	10	\$10.00
	<i>Name of Company</i>	<i>Daily Expense</i>	<i>Days per Month</i>	<i>Monthly Expense</i>

**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:** \$20.00



 Transit Benefit Program Application

**Smart Benefits Program:** NO

**Identifier:** \*\*\*\*

**Name:** DUNPHY PARKER T.  
(Last) (First) (Middle)

**Email Address:** parker.dunphy@ssa.gov

**Work Phone:** (123) 456-7890

**Common Identifier:** SSA TRANSIT **Work Zip Code:** TESTING

## SSA

Select Your Agency: SSA

\*Region:

BOSTON

\*Admin:

ABOV, YEMIMA

Accounting Code:

Select...

Click the Select button to select Accounting Code

Routing Symbol:

Select...

Click the Select button to select Routing Symbol

Location/Building:

BOSTON

Select...

Click the Select button to select Location/Building

I certify that my usual **monthly Transit commuting costs** are: **\$237.2**

### Work Information

**Work Address:** 1234 Ocean Parkway

**Work City:** Oklahoma City

**Work State:** OK

**Work Zip:** 12345

### Residence Information

**Address:** 98765 Beech Drive

**City:** Suburban

**State:** OK

**Zip:** 12347



## Approver Information

Approving Official:

Name

Manager/Fund Certifier:

Name

Point of Contact:

Name

Manager Phone:

123-456-7890

SmartTrip Card Number:

NA

Comment for Agency Approvers:

Where do I enter my Parking Fees?



Approve

Disapprove

Cancel

Reason:

Approve

Disapprove

Cancel

Delete

Approval Section ▾

Utilities ▾

*Pending Approving Official*

*Pending Manager/Fund Certifier*

*Pending Program Admin*

*Approved Records*

*Disapproved Records*

*Completed Records*

Home

Transit Application

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Admin ▾

Cheri Johnson



### Find Completed Applications

**First Name:**

**Last Name:**

**Agency/Mode:**

 ▾

\*NOTE: Leave all fields blank to Find all Completed Applications.

Enter any portion of your desired search criteria. The system will search for all entries that begin with the entered values.

Search

Cancel




# Pending Transit Application 576

**Completed**

Mode	Admin	Request Date	Type	Name	
<input type="text" value="Type to filter.."/>	<input type="text" value="Type to filter..."/>	<input type="text" value="Type to filter..."/>	<input type="text" value="Type to filter..."/>	<input type="text" value="Type to filter..."/>	
View	Name	508TM1	01/28/2013	Monthly Certification	Name
View	Name	542 - 1400	01/28/2013	Monthly Certification	Name
View	Name	508TM1	08/27/2013	Monthly Certification	Name
View	Name		10/21/2013	Rate Change	Name
View	Name		09/08/2014	12345	Name
View	Name		09/08/2014	12345	Name
View	Name		09/30/2014	New Transit Benefit Participant	Name

 Transit Benefit Application

 Approval Section

 My Account

 Change Password

### SUPERVISOR Proxy

(not selected)

Add >>

(selected)

<< Remove

Users who have you as proxy: N/A

### MANAGER Proxy

(not selected)

Add >>

(selected)

<< Remove

Users who have you as proxy: N/A

Update

Reset

Cancel



For Recertification, other application changes, User Guides & this Training always refer to the TRANServe website



**PARTICIPATING AGENCIES:  
APPLY/RECERTIFY**

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

# It's Time For You To Register !

1. Open a browser
2. Go to: <https://www.transportation.gov/transerve>
3. Click: PARTICIPATING AGENCIES: APPLY/RECERTIFY
4. Scroll down to "USAF"
5. Click : Presidio Transit Benefit Program Enrollment/Change Application
6. Click" Register

Do you have Questions?

First Consult the Approver's Guide on [TRANServe.dot.gov](http://TRANServe.dot.gov)

If you still need help, email your Transit Benefit Coordinator  
or your DOT TRANServe Transit Benefit Manager

Thank You

