TRANSIT BENEFIT APPLICATION OVERVIEW OF MAJOR STEPS

PARTICIPANT

FIRST APPROVER

SECOND APPROVER

TRANSServe

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

Approving Official...
- Verifies training
- Reviews application for reasonableness
  - Review costs
  - Agency info

Transit Benefit Coordinator...
- Supports 1st
- Answers program q's
- Monitors costs
- Reviews application
  - Verify completion
  - Address check

Transit Benefit Manager...
- Supports TBCs
- Final approvals
- Provides the benefits to the approved participants