



TRANSPORTATION INCENTIVE PROGRAM (TIP) NEWSLETTER

OUTSIDE THE NATIONAL CAPITOL REGION (ONCR)

ISSUE:
JULY 2010

UPCOMING ENROLLMENT DEADLINES:



Next:
Tuesday, July 27, 2010

Future:
Tuesday, August 17, 2010
Please note the early deadline for August.

Tuesday, September 28, 2010

QUESTION OF THE MONTH:

Who pays for TIP?

A participant's TIP benefits are paid out of the same funding source that provides his or her salary. For example, Working Capitol Fund employees are funded out of the Working Capitol Fund. Operations and Maintenance Fund employees are funded out of O&M funds, etc...

"I HAVE EXTRA VOUCHERS. WHAT DO I DO WITH THEM?"

The Transportation Incentive Program (TIP) is designed to expand transportation alternatives for Department of the Navy (DON) personnel with the goal of reducing pollution and traffic congestion. Each month, more than 20,000 civilian and military members of the DON take advantage of the mass transportation benefit reducing their monthly commuting costs. To ensure the TIP funding is spent in accordance with the program's objectives, the DON Point of Contact (POC) Program Guidelines outline a few necessary controls to ensure TIP funding is either used correctly or returned to the federal government. 1) All TIP vouchers that are unused either because a participant is no longer in the program or has more benefits than they need must be returned to the Department of Transportation via the participant's POC. The POC will then return the vouchers to the Department of Transportation (DoT). The value of the returned voucher will be credited back to the original funding source. Vouchers should be returned to Ms. Pery at the address at the bottom of this newsletter. It is recommended that vouchers be held no more than 30 days before returning them to DoT. By returning unused vouchers promptly, POC's can ensure a timely refund for the vouchers to the original funding source. 2) Any participant who accepts TIP benefits, uses the benefits to purchase mass transit (bus pass, vanpool seat, ferry pass, etc.), but subsequently does not use the mass transit to commute to and from work is responsible to repay the government for the benefits they received. There are exceptions in the case of sick leave, annual leave or temporary duty (TDY) less than 10 days, but if a participant withdraws from the program or decides to stop using mass transportation and commute to and from work using a privately owned vehicle, then they are responsible

to repay the government for the purchased but unused portion of their benefit. Many participants find that due to their normal commuting schedule they do not always use all the benefits they receive. Rather than reduce their future benefits, participants allow the extra benefits to accrue so they can use them for personal mass transit travel. This is not permitted. TIP benefits must not subsidize personal travel. If a participant has leftover funds at the end of the month, they should either request a decrease in future funding from their POC or repay the government



for the unused funds by submitting a money order made payable to the U.S. Treasury. Points of Contacts should regularly remind participants of these guidelines and proactively collect unused vouchers and money orders for benefits not used in accordance with the guidelines. We receive unused vouchers and money orders almost weekly from some Points of Contact. Thank you for managing your programs well and carefully watching over government resources. For those of you who have not collected unused vouchers or money orders from any of your participants, take a second look at the Program Guidelines. Be sure to have controls in place to protect against the misuse of TIP benefits. Together we want to ensure that TIP funding is used correctly to meet the program objectives.

SHARE YOUR TRANSPORTATION INCENTIVE PROGRAM STORY

We want to hear from you! Send us your stories from managing the Transportation Incentive program at joshua.coover@navy.mil. We are confident we can learn from one another from both our successes and our mistakes. Send us your stories – the good, the bad, the ugly – and we may re-print them in this newsletter, so that others can learn from your experience. How do you manage your program? How do you keep track of your participants? How do you protect against waste, fraud and abuse? Share with us some of your best practices to help others along the way. We look forward to hearing from you.

IMPORTANT REMINDERS:

1. Upon receipt of new vouchers, contact participants immediately to allow an adequate voucher distribution period.
2. Use the April 2010 updated **ALPHA Listing** as a cover sheet for all submissions.
3. Always double-check the "New Enrollee" Excel file to ensure that all of the applications that you have submitted have been processed correctly.

DON CONTACT INFORMATION

PROGRAM MANAGER:
Joshua Coover
joshua.coover@navy.mil
202-685-0399

MAILING ADDRESS FOR APPLICATIONS:
Director, Office of Financial Operations
720 Kennon St., SE, Bldg 36, Rm 115
Washington Navy Yard, DC 20374-5025
ATTN: Transportation Incentive Program

FAX: 202-685-6765
E-MAIL ADDRESS: M_WNYD_TIP@navy.mil
WEBSITE: <http://www.fmo.navy.mil/services/tip/tip.htm>



DEPARTMENT OF TRANSPORTATION CONTACT INFORMATION

DOT AGENT:
Keesha Perry
Keesha.Perry@dot.gov
202-366-0256

DOT ALTERNATE AGENT:
Megan Warker
Megan.Warker@dot.gov
202-366-1292

MAILING ADDRESS FOR RETURNING VOUCHERS
(ALL VOUCHER RETURNS SHOULD BE SENT VIA OVERNIGHT MAIL):
Keesha Perry
US Department of Transportation
1200 New Jersey Avenue SE
Washington DC, 20590

FAX: 202-493-2436