



TRANSPORTATION INCENTIVE PROGRAM NEWSLETTER

OUTSIDE THE NATIONAL CAPITOL REGION

ISSUE:
FEBRUARY 2011

UPCOMING ENROLLMENT DEADLINES:



Next:
Tuesday, February 22, 2011

Future:
Friday, March 25, 2011
Friday, April 22, 2011

QUESTION OF THE MONTH:

When will the maximum benefit be increased?

The maximum benefit for the Transportation Incentive Program – Outside the National Capital Region will be increased to \$230 per month on 1 April 2011.

TIP BENEFITS FOUND IN DESK DRAWER

\$9000 worth of Transportation Incentive Program (TIP) benefits were found in a TIP Point of Contact's (POC) office drawer. Uh oh! What happened? Who's responsible for all those vouchers? What should happen to them? Most TIP benefits are distributed in the form of vouchers. These vouchers are purchased by the Department of Transportation (DoT) on behalf of the Department of the Navy (DON) and distributed across the United States. Each voucher has a monetary value associated with it and should be handled with care. These vouchers cannot be replaced if lost or

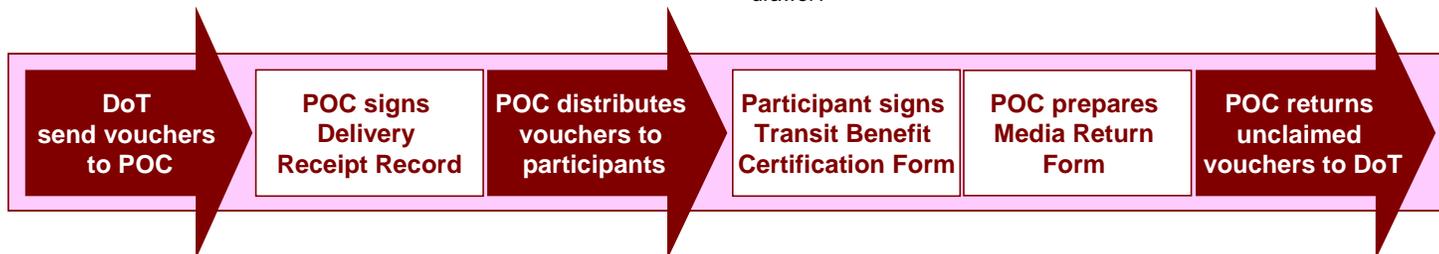
POC and faxed back to the DoT for audit trail purposes. Upon acceptance of the vouchers and signing the delivery receipt record, the Installation/Command becomes responsible for safeguarding the fare media and will be held accountable should the fare media be lost or stolen.

2. Department of the Navy Transit Benefit Certification Form: This form verifies which individuals obtained fare media during a particular monthly or quarterly distribution. All participants who pick up fare media must fill out and sign this form as verification that the POC has issued them fare media. Once this exchange takes place, the participant becomes fully responsible for the fare media in the event it is lost or stolen. For audit trail purposes, POCs are required to retain completed copies of this form.

3. Media Return Form: At the completion of a monthly or quarterly distribution holding period, all unclaimed vouchers should be immediately returned to DoT with a Media Return Form to be properly credited back to the organization that funds the participant's salary. By sending the Media Return Form back to DoT after each distribution, POCs will help free up valuable resources for other mission purposes.

POCs should distribute or return all vouchers within thirty days of receiving them from DoT. Unclaimed vouchers should not be stored indefinitely at the local Installation. If you have unclaimed vouchers from past distributions that have not yet been returned to DoT, please return all vouchers with a Media Return Form immediately.

The safeguarding and proper distribution of TIP benefits is one of the most important jobs of a TIP POC. All POC's should review their distribution processes to ensure that they comply with program guidelines. By complying with these guidelines we can all work together to reduce some of the TIP overhead costs. Do you have any vouchers in your office drawer?



stolen, so it is critical that TIP POCs and participants carefully track and protect these vouchers until the vouchers have been received by the transit authority. One way to protect against mishandling is to always use some form of certified mail that requires a signature whenever vouchers are mailed either to a transit authority or back to DoT. POCs should also ensure that all vouchers in their possession are stored in a safe or a locked drawer or cabinet.

DON policy has established several internal controls to protect against the loss of these vouchers. The following three forms are important controls to safeguard vouchers when they are in transit.

1. Delivery Receipt Record: POCs must sign this form to certify that they have received the voucher shipment. This form must be maintained by the

IMPORTANT REMINDERS:

1. Only submit applications that are TYPED.
2. Ensure new applicants to use the updated TIP application: http://www.fmo.navy.mil/docs/SERVICES/TIP/TIP_Application_2011.pdf
3. Require participants to return all unused vouchers upon departure from their command.
4. Review all applications for completeness. Applications with missing information cannot be processed.

DON CONTACT INFORMATION

PROGRAM MANAGER:
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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

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**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