



TRANSPORTATION INCENTIVE PROGRAM NEWSLETTER

OUTSIDE THE NATIONAL CAPITOL REGION

ISSUE:
MARCH 2011

UPCOMING ENROLLMENT DEADLINES:



Next:
Friday, March 25, 2011

Future:
Friday, April 22, 2011
Tuesday, May 24, 2011

QUESTION OF THE MONTH:

Does every participant need to fill out a Transit Benefit Verification Worksheet?

Yes. The Department of Defense Program Guidelines require the local reviewing official or point of contact to maintain supporting documentation for program participants such as a transit benefit verification worksheet. These worksheets do not need to be sent into the Office of Financial Operations when submitting new applications.

- Media must be returned by overnight delivery to the address provided on the Return Fare Media Form.
- All returns must have a Media Return Form filled out completely in order for the credit to be processed. Two copies are required. One copy should be emailed to keesha.perry@dot.gov prior to shipment of the returned fare media, and the second should be included with the shipment.
- All Media Return Forms must include the name of the participant who is returning the benefit as well as the amount and type of fare media being returned.
- No bulk credits will be accepted.
- Credits will be applied only for media that was issued by TRANServe.
- Reimbursements made by US money order must be mailed directly to the Office of Financial Operations. DOT will not process money orders.
- Expired, written-on, stapled, partially used, torn media, or vouchers without receipts still attached cannot be credited.

It is important that all DON TIP Points of Contact (POC) comply with DOT's Credit Policy. Update your local TIP processes to ensure that all fare media is promptly returned to DOT after each distribution. Always include a completed Media Return Form with your returned vouchers, and actively monitor your TIP participant list to reduce the number of voucher that need to be returned. By following these simple steps, you can help protect TIP by reducing wasted funds. 🌿

DOT UPDATES CREDIT POLICY FOR TIP

The Department of Transportation (DOT) will no longer process returned fare media that is not accompanied by a Media Return Form. In the past, unlabeled fare media was processed as a bulk credit to the Department of the Navy. Bulk credits did not provide a sufficient audit trail for the credit; however the DON was able to receive a credit for those returned vouchers. Moving forward, DoT will no longer process bulk credits for Transportation Incentive Program (TIP) benefits that are returned without a Media Return Form. Now more than ever, it is critical that Media Return Forms are processed correctly to establish an audit trail and ensure that DON funds are properly credited back to the appropriate fund holder and not wasted.

The DOT Office of the Secretary – Transportation Services (TRANServe) maintains the following Credit Policy for unused fare media:

- All returns for monthly passes must be received by TRANServe by the 4th of the distribution month for credit, i.e. April passes must be received by the 4th of April. Passes received after the 4th cannot be processed.
- All other media must be received by TRANServe no later than 45 days after mailing date.
- Media that is not credited by TRANServe will be returned to your agency and the DON will not receive a credit.

SIGN ME UP FOR THE MAXIMUM BENEFIT

Participants should always include their actual commuting cost under section four on their Transportation Incentive Program (TIP) application. The amount recorded should reflect the actual amount the participant pays to use mass transit to commute to and from work each month. It is not how much it costs for the participant to drive their privately owned vehicle to and from work, and the monthly commuting cost is not simply equal to the maximum benefit. Applications that list the maximum benefit as the actual commuting costs should be examined closely. Actual commuting costs vary greatly and rarely equal the maximum benefit amount precisely.

If a participant's actual commuting cost is \$300 per month, which is greater than the maximum benefit, they should still list \$300 as their actual monthly commuting cost. They will only receive up to the maximum benefit, but an accurate commuting cost will be on file with DOT. By keeping an accurate commuting cost on file with DOT, participants do not

need to worry about submitting a "making a change" form or benefit increase form when the maximum benefit changes.

The maximum benefit for TIP will increase to \$230 per month beginning on 1 April 2011. This expanded maximum benefit will remain in effect through 31 December 2011. If a participant's commuting cost is greater than \$120 and they correctly reported their actual commuting cost on their application, there is nothing they need to do to receive the increased benefit amount. If they have not reported their actual commuting cost correctly, they will need to submit a "making a change" form to update their record. 🌿

DON CONTACT INFORMATION

PROGRAM MANAGER:
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202-685-0399

MAILING ADDRESS FOR MONEY ORDERS:
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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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DOT ALTERNATE AGENT:
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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