



TRANSPORTATION INCENTIVE PROGRAM NEWSLETTER

OUTSIDE THE NATIONAL CAPITOL REGION

ISSUE:
APRIL 2011

UPCOMING ENROLLMENT DEADLINES:



Next:
Friday, April 22, 2011

Future:
Tuesday, May 24, 2011
Friday, June 24, 2011

QUESTION OF THE MONTH:

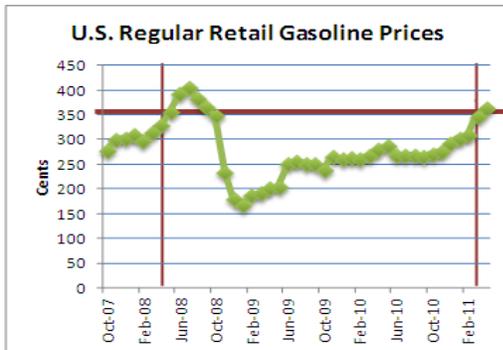
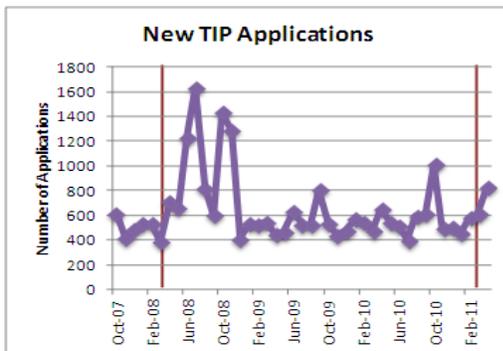
Can Transportation Incentive Program vouchers be re-issued if lost?

Unlike checks, vouchers cannot be canceled and reissued. They function more like cash. Once lost, Department of Transportation cannot re-issue them.

RISING GAS PRICES INCREASE TIP PARTICIPATION

If you haven't noticed yet, gas prices are on the rise. According to the Energy Information Administration (EIA) of the Department of Energy (<http://www.eia.doe.gov>), the average national price of retail gasoline is up over \$.80 since this time last year. In April 2010, we were paying on average only \$2.80 for a gallon of gas. The average for the first week of April 2011 is \$3.63 per gallon. EIA has forecasted that the average price of gasoline may rise another \$.30 and peak around \$3.91 early this summer.

How does this impact the Transportation Incentive Program (TIP)? It makes sense that as gas prices rise, more and more people will consider mass transportation as a good alternative to driving their privately-owned vehicles to and from work. Riding the bus, joining a vanpool or catching a train to work is a great way to reduce one's household gas expenses. Historically, the Office of Financial Operations (FMO) has processed approximately 500 new applications each month. FMO recently compared the number of new applications each month with the average national gas price for each month and found that when the average gas price rose above \$3.50, the number of new applications began to spike. For example, FMO processed 432 new applications in March 2010 compared to 829 new applications in March 2011. When gas prices reached their peak in 2008, FMO processed over 1600 applications in one month.



While the number of applications will likely continue to increase through the summer months, the monthly deadlines and timeline to process and distribute TIP benefits will remain unchanged. This means we will all need to work together to process more new applications and more "making a change" forms with the same amount of time and resources.

To that end, FMO is requesting that each Point of Contact (POC) submit all new applications to our office one time each month, rather than sending applications one or two at a time throughout the month. Each submission of new applications should be accompanied by one complete Alpha Listing of New Enrollees. Please email an encrypted soft copy of the Alpha Listing in Microsoft Excel to joshua.coover@navy.mil by the monthly deadline. This will allow FMO to more quickly and accurately process each application. In addition, please collect all "making a change" forms and increase/decrease forms and submit them to the Department of Transportation (DOT) one time each month.



Sending changes to DOT one or two at a time increases the administrative challenges of processing all the changes in a timely manner. In order to successfully process all new applications, "making a change" forms, and increase/decrease forms, FMO and DOT need your help in consolidating your submissions.

It looks like higher gas prices are here to stay (at least for awhile), so let's work together to ensure that applications and changes can be processed in a timely manner, so we can keep the benefits flowing.

IMPORTANT REMINDERS:

1. Only accept TYPED applications. Return all handwritten applications to the participant for proper completion.
2. Return unused fare media to DOT with a correctly completed Media Return Form within 45 days.
3. If applications are signed digitally, maintain electronic copy of the application for audit purposes.

DON CONTACT INFORMATION

PROGRAM MANAGER:

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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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MAILING ADDRESS FOR RETURNING VOUCHERS

(ALL VOUCHER RETURNS SHOULD BE SENT VIA OVERNIGHT MAIL):

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1200 New Jersey Avenue SE
Washington DC, 20590

FAX: 202-493-2436