



TRANSPORTATION INCENTIVE PROGRAM NEWSLETTER

OUTSIDE THE NATIONAL CAPITOL REGION

ISSUE:
JULY 2011

UPCOMING ENROLLMENT DEADLINES:



- Next:**
Tuesday, July 26, 2011
- Future:**
Tuesday, August 23, 2011
Friday, September 23, 2011

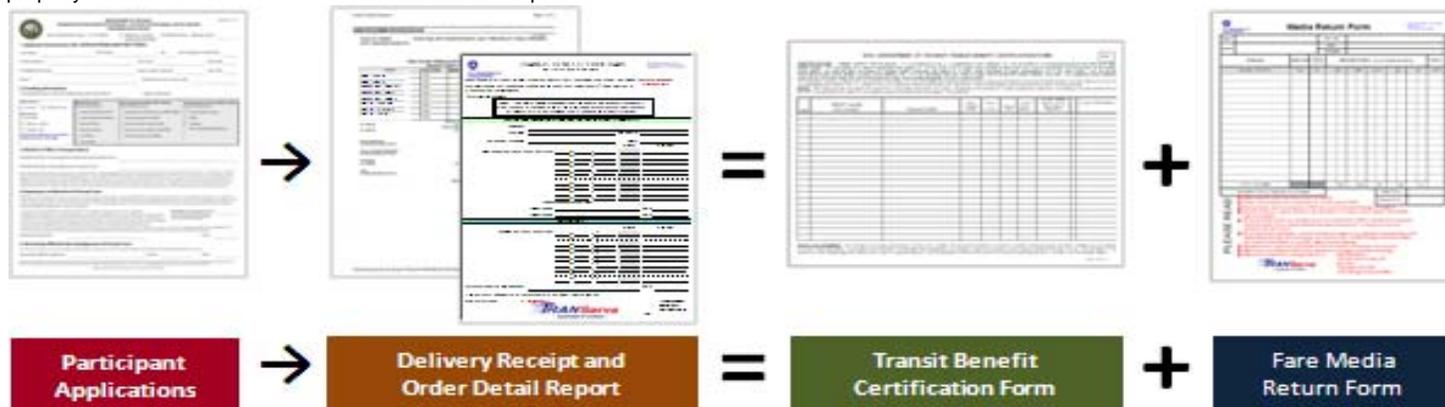
QUESTION OF THE MONTH:

Can a third party pick-up benefits for a participant?

In order to maintain a reliable and verifiable record of fare media distribution, third party pick-up of fare media is not permitted.

DO I NEED TO KEEP ALL THESE FORMS?

Every program seems to have its fair share of paperwork. No one likes processing form after form, filling out meaningless logs, and running through yet another paperwork drill. We certainly understand and are looking for ways to make the Transportation Incentive Program more efficient. However, the forms that we do use serve an important purpose. They create the audit trail that ensures that TIP benefits were distributed properly and that no TIP benefits have been lost or misplaced. The Office



of Financial Operations (FMO) must connect all the dots from the participant's program application all the way to when the participant picks-up his or her benefits. Each distribution of benefits in turn needs to be traced back to an eligible participant's program application. FMO uses the following forms to create that audit trail:

- 1. Program Application:** Every participant must certify to their actual commuting cost. Points of Contact (POC) must maintain an application that reflects each participant's current monthly commuting cost.

- 2. Delivery Receipt Record and Detail Order Report:** The POC must sign the delivery receipt and return it to the Department of Transportation (DOT). This confirms that the benefits have been properly received by the POC. The **Order Detail Report** documents the name, amount, and exact denomination of fare media that each participant should receive.
- 3. Transit Benefit Certification Form:** This form verifies which individuals obtained fare media during a particular distribution. All participants who pick up fare media must sign this form as verification that the POC has issued them fare media.
- 4. Fare Media Return Form:** All fare media that has not been picked-up by a participant must be returned to DOT using a Fare Media Return Form. POCs must identify by name whose benefits are being returned. POCs are required to retain completed copies of all of these forms for audit purposes, and these forms should reconcile with each other. Each of these documents supports a transaction in the accounting system and is required to meet the Department of Defense Audit Readiness standards. For example, POCs should have an accurate program application for each participant listed on the Order Detail Report. If a POC does not, he or she should have the participant complete a new application to maintain in the POC's file. For everyone listed on the Order Detail Report, POCs should have the participant's signature on the Transit Benefit Certification Form and/or a record listing the participant on a Fare Media Return Form. *This is very important. If you took all the records on the Transit Benefit Certification Form and added all the records from the Fare Media Return*

Form, you should be able to account for all the records included on the Order Detail Report. If there is a discrepancy between these forms, TIP benefits may be missing and unaccounted for, and this is the type of reconciliation that an auditor would be looking for. In 2012, the Office of Financial Operations plans to conduct an internal control review to ensure that these forms and applications are in place and reconciled correctly. Use the next six months to ensure that your forms are in order so that you can help FMO connect all the dots.

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