



TRANSPORTATION INCENTIVE PROGRAM NEWSLETTER

OUTSIDE THE NATIONAL CAPITAL REGION

ISSUE:
DECEMBER 2011

UPCOMING ENROLLMENT DEADLINES:

Next:
Friday, December 16, 2011

Future:
Thursday, January 19, 2012
Thursday, February 16, 2012



QUESTION OF THE MONTH:

When does an updated new command registration form need to be submitted?

A new command registration form should be submitted any time a Command identifies a new Point of Contact (POC). In addition, all POCs have been asked to submit an updated form to the Office of Financial Operations by 31 December 2011 via fax or email. Forms can be found at: http://www.fmo.navy.mil/docs/SERVICES/TIP/NewCommandRegistration_2011_08_01.pdf.

RETURNING BENEFITS

When benefits are distributed, participants must either use them for the month they were intended for, or return them to the Department of Transportation (DOT) for a credit. Excess funds may not be stored away for "rainy days." With the maximum benefit reducing to \$125 beginning in January 2012, some participants may need to cover some of their commuting expenses out-of-pocket. When commuting costs are greater than the maximum benefit, participants are not allowed to use vouchers they have accumulated from a prior period to offset these out-of-pocket costs. While this should not be an issue, as all unused benefits are to be returned each month, if any outstanding vouchers are floating around, they must be returned immediately.

Any vanpool credit balances exceeding \$200 (the maximum that is allowed per program guidelines), must be refunded and returned to the Office of Financial Operations by the end of the year. All participants are encouraged to check with their vanpool company and review their invoice to ensure that they have not been overpaying and do not have a balance exceeding \$200.

Transportation Incentive Program (TIP) Points of Contact (POCs) are required to institute internal control procedures to ensure program guidelines are being followed. One way to implement these controls is to monitor credit balances by requiring participants to submit vanpool

invoices on a monthly basis. POCs can then reconcile the invoices against the certification logs to ensure that the participants are using the vouchers in accordance with program policy. The amount of TIP benefits used to pay for the vanpool should never be more than the amount the vanpool participants received for that particular period. For example, if ten participants each receive three \$120 TIP vouchers to ride in a vanpool for January, February and March, the invoice for January should reflect ten \$120 TIP vouchers (not eleven and not nine). Beginning in January, invoices should not reflect more than \$125 per person in voucher payments. (Additional out-of-pocket payments may be required to pay the remaining balance on the invoice. These cash, personal check, or debit/credit card payments are typically easily identified because the amount is distinct from standard voucher amounts.)

The Office of Financial Operations is currently conducting internal control reviews at programs across the nation and have found that some invoices reflect payments with more vouchers than were distributed for a given period. This is strictly prohibited by program policy. Prior period benefits cannot be used to purchase mass transit in a future period. The unused benefits must be returned to DOT. Please ensure that all participants understand that any excess benefits should be returned to the POC, and all POC's should return the unused benefits to DOT for credit.

UP-TO-DATE APPLICATION

It is the responsibility of the participant to ensure that they have an up-to-date Transportation Incentive Program (TIP) application on file with their local Point of Contact (POC). Many participants have been involved with the TIP for many years and have had several local POCs come and go during this time. While the Office of Financial Operations is working with POCs to ensure accurate applications are maintained locally, participants are encouraged to check with their POC and make sure that they have an up-to-date application on file. Participants are only eligible for the amount that they have certified to on their most recent application or change form. POC's should review their applications on a regular basis to ensure that the certified commuting cost equals the amount the participant receives as his or her monthly benefit.



IMPORTANT REMINDER:

The Department of Transportation (DOT) has mailed out all January-March benefits as of 30 November 2011 for active participants. Points of Contact (POCs) should have received the DOT mailing by 1 December. If any POC has not received their benefit mailing yet, please contact Keesha Perry at DOT. Benefits for new enrollees for January will arrive no later than 27 December.

DEPARTMENT OF THE NAVY OFFICE OF FINANCIAL OPERATIONS CONTACT INFORMATION

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

PROGRAM ASSISTANT:
Jimmy Morrow
james.o.morrow.ctr@navy.mil
202-685-0374

MAILING ADDRESS FOR MONEY ORDERS:
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 TRANSSERVE CONTACT INFORMATION

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

DOT ALTERNATE AGENT:
Tina MacAulay
tina.m.macauly.ctr@dot.gov
202-366-6491

MAILING ADDRESS FOR RETURNING VOUCHERS
DOT/TRANSSERVE
1200 New Jersey Avenue, SE
Room W12-190
Washington, DC 20590
ATTN: Budget & Finance Office

Fax: 202-493-2436

