



UPCOMING ENROLLMENT DEADLINES:

Next:
Monday, June 18, 2012

Future:
Wednesday, July 18, 2012
Friday, August 17, 2012



QUESTION OF THE MONTH:

Can a government contractor ride in my vanpool?

Government contractors may ride in vanpools with Transportation Incentive Program (TIP) participants. However they are not eligible to receive the transit benefit, and they must pay the same rate for the same service.

HIGHWAY BILL STALLS IN CONFERENCE COMMITTEE



The Washington Times¹ and TheHill.com², a Capitol Hill news website, are reporting that House and Senate negotiators are having difficulty finding consensus on the pending highway bill. The Senate version of the bill contains language to expand the monthly maximum benefit from \$125 to \$240. The conference committee has until 30 June 2012 before the current highway funding expires. If the House and Senate cannot agree on a long-term bill by that deadline, they will likely pass a six-month, short-term extension of the current highway funding that would not include an expanded mass transit benefit. Either way, by the end of June the amount of the maximum benefit for the remainder of the year will become clearer.

1 <http://www.washingtontimes.com/news/2012/jun/3/highway-bill-talks-slugish-on-capitol-hill/>
2 <http://thehill.com/blogs/transportation-report/highways-bridges-and-roads/230931-hoyer-blames-gop-for-stalemate-over-renewing-highway-bill>

ARE YOU AUDIT READY?

The Secretary of Defense has set a goal for the Department of Defense to achieve audit readiness of the Statement of Budgetary Resources by the end of fiscal year 2014. On 10 January 2012, the Under Secretary of the Navy issued a memo directing the Department of the Navy (DON) to review policies, procedures, practices and systems and change or revise those that inhibit audit readiness.

How does this impact the Transportation Incentive Program (TIP)? We all have an important role to play in helping the Department achieve

audit readiness. One of the main objectives of audit readiness is to improve business processes. If the Department is doing business the right way, audit readiness will quickly follow. To ensure that all TIP business processes will lead to audit readiness, they must be sustainable, traceable, and repeatable.

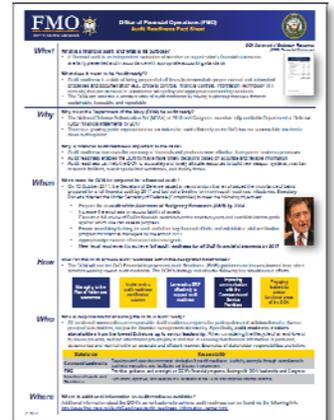
1. **Sustainable** – are your processes to review applications, distribute benefits and maintain internal controls sustainable, or is your Command only able to accomplish these tasks during the course of an audit? Make sure that the necessary business processes can be sustained beyond the scope of any audit or internal control review.

2. **Traceable** - do you have a current application for every active TIP participant who is receiving benefits? If not, every participant who is missing an application needs to complete a new one. Do you have a transit verification worksheet signed by a supervisor for every active participant? If not, you need to track down those participants who do not have one on file. Do you have a benefit certification log for every benefit that you have distributed? Do you maintain accurate fare media return forms for the benefits that you returned to the Department of Transportation? These forms together are the supporting documentation that allows the TIP business processes to be traceable all the way to the participant who receives the benefit.

3. **Repeatable** – do you have consistent processes in place to process applications, distribute benefits and return fare media? Or do you take a more ad hoc approach? As a POC you should ensure that you are using the proper forms and standard processes from month to month to protect TIP from additional risk. If you use a different business process every month, the resulting data and documentation will likely be less reliable, potentially inhibiting audit readiness.

Sound business processes and the corresponding supporting documentation are necessary to prevent fraud, waste and abuse and establish an auditable financial trail. An auditor should be able to ask any TIP POC to provide the documentation that supports a distribution of transit benefits. POCs should be able to demonstrate that the participant has an approved application and verification worksheet on file and that the participant received the benefits on the date that is recorded in the financial systems.

The Office of Financial Operations has developed many audit readiness tools to educate everyone from Commanders in the field to the functional subject matter expert like a TIP POC. Check out the Audit Readiness Fact Sheet and other resources at: http://www.fmo.navy.mil/AuditReadiness/audit_readiness_information_center.html to learn more. Everyone has a role in audit readiness. With everyone's help and a renewed focus on improving business processes, we can work together toward auditable financial statements.



[Audit Readiness Fact Sheet](#)

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