



**UPCOMING ENROLLMENT DEADLINES:**

**Next:**  
**Thursday, April 18, 2013**

**Future:**  
**Friday, May 17, 2013**  
**Tuesday, June 18, 2013**



**QUESTION OF THE MONTH:**

**What day of the month are vanpool logs required to be turned in by?**

Vanpool logs must be submitted to a local reviewing official by the fifth day of the month following the commuting period.

**WHERE DO I RETURN UNUSED TIP BENEFITS?**

The new TRANServe Debit Card has made keeping track of transit benefits much easier for many participants and reviewing officials. It also has made it more convenient for participants to return unused benefits back to the Federal government. Participants simply leave the unused portion of their benefit on their card and the Department of Transportation (DOT) sweeps the benefits back on the ninth of the month. For participants who continue to use paper fare media, returning unused benefits is slightly more complicated.

All paper fare media that is unused either because a participant is no longer in the program or has more benefits than they need must be returned to the DOT via the participant's reviewing official. Participants may not accrue or stock pile paper fare media to use in the future. Benefits may only be used during the period for which they were distributed. Any benefits that remain at the end of the month must be returned using a media return form to the Department of Transportation at:

DOT/TRANServe  
1200 New Jersey Avenue, SE  
Room W12-190  
Washington, DC 20590  
ATTN: Budget & Finance Office

As a reminder, the DOT does not process or accept incomplete media return forms. Benefits submitted without a properly completed media return form will be returned to the reviewing official and the benefits will not be credited back.

In addition, any participant who uses transit benefits to purchase mass transit (bus pass, vanpool seat, ferry pass, etc.), but subsequently

does not use the mass transit to commute to and from work in accordance with program guidelines is responsible to repay the government for the benefits they received. Participants who are responsible to repay the Federal government for benefits that were not used to ride a Qualified Means of Transportation can do so with either a US Money Order, Certified Bank Check, or Corporate Check directly from the transit authority. The participant should provide the payment to their reviewing official, and the reviewing official should submit the payment along with a cover memo that specifies the following: participant's name, last four digits of Social Security Number (SSN), Unit Identification Code (UIC), Major Command, funding source, and the remitter of the money order.

All money orders for Appropriated/WCF participants must be made payable to the 'US Treasury' for the amount owed, and forwarded to the Office of Financial Operations (FMO) at:

Transportation Incentive Program  
Office of Financial Operations  
720 Kennon ST SE, BLDG 36, RM 115  
Washington, DC 20374-5025

For Non-appropriated fund (NAF) employees, money orders must be made payable to "Navy Exchange Command (NEXCOM)" and sent directly to NEXCOM at:

Attn: Amy Schwartz  
DON TIP ONCR NAF Coordinator  
COMNEXCOM, Code H  
3280 Virginia Beach Blvd  
Virginia Beach, VA 23452



When a participant submits a money order to reimburse the Federal Government, the reviewing official is required to submit the money order to FMO/NEXCOM within three (3) business days of receiving the payment.

As we transition to the increased maximum benefit, participants may find that they have more paper fare media than they need, so reviewing officials should have processes in place to collect unused fare media and other forms of re-payment and properly return them to the Federal Government.

**IMPORTANT REMINDERS**

1. Participants are responsible to certify their actual mass transit commuting cost on their application even if it is greater than the maximum benefit.
2. Reviewing Officials should verify reasonableness of commuting cost by reviewing an invoice, receipt or published fare on a transit authority website.
3. All changes submitted by the last day of the month will take effect the first day of the second month following the submission (i.e. changes submitted by 30 April will take effect 1 June).

**DEPARTMENT OF THE NAVY  
OFFICE OF FINANCIAL OPERATIONS CONTACT INFORMATION**

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**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](mailto:M_WNYD_TIP@navy.mil)  
**WEBSITE:** [http://www.fmo.navy.mil/Divisions/FMO3/transportation\\_incentive\\_program.html](http://www.fmo.navy.mil/Divisions/FMO3/transportation_incentive_program.html)

**DEPARTMENT OF TRANSPORTATION  
TRANSERVE CONTACT INFORMATION**

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

**Fax:** 202-493-2436

