



UPCOMING ENROLLMENT DEADLINES:



Next:
Wednesday, April 23, 2014

Future:
Wednesday, May 21, 2014
Monday, June 23, 2014

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.

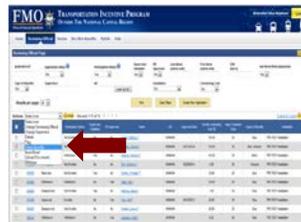
TIPS TOOL RECORDS REPAYMENTS

On occasion participants use transit benefits to purchase mass transit for an upcoming month, and then end up not using mass transit to commute to and from work. In these cases, participants are required to obtain a certified check or money order and submit their repayment to their local reviewing official to repay the Federal government for the benefits that were not used in accordance with program policy. In the past, reviewing officials would need to manually prepare a memo to document the repayment. Now, the Transportation Incentive Program System (TIPS) has an easy tool to record these repayments and generate the required memo. When a participant submits a certified check or money order, reviewing officials should take the following steps to properly record and return the repayment:

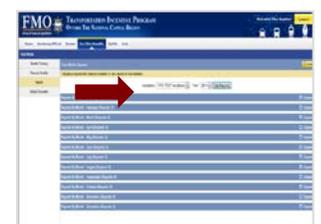
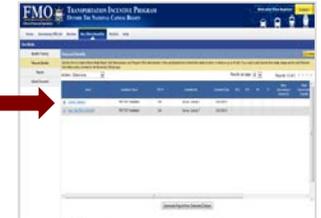
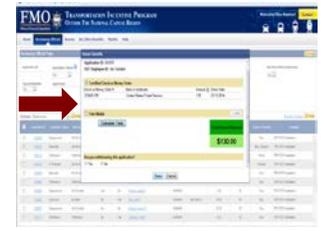
1. Login to TIPS as a reviewing official:
<https://tips.navy.mil>.
2. Select the Reviewing Official Tab.



3. Locate the participant's record.
4. Select the white check box in the first column.
5. Select "Return Benefits" from the Actions Menu.



6. Complete the Returned Benefits form.
7. Save.
8. Select the Rec/Rtrn Benefits Tab.
9. Select "Returned Benefits" from the menu on the left.
10. Select one or more checks that are ready to be returned.
11. Select the "Generate Report from Selected Entries" button.
12. Select "Reports" from the menu on the left.
13. Select Installation and Year from the dropdown.
14. Select "Get Reports" button.
15. Download "PO Memorandum Document."
16. Print.
17. Mail checks and memo to the address on the memo.



2Q RECERTIFICATION PERIOD BEGINS

The next recertification period began on 1 April 2014. TIP participants are required to recertify their transit benefit application using TIPS at least one time during each of the following quarterly recertification periods:

- 1 April 2014 through 15 May 2014
- 1 July 2014 through 15 August 2014
- 1 October 2014 through 15 November 2014

Recertification should take less than one minute if the participant has previously recertified using TIPS and no changes need to be made to the participant's record.

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

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

PROGRAM ASSISTANT:
Carl Pollard
carl.g.pollard.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

E-MAIL ADDRESS: M_WNYD_TIP@navy.mil
APPLY ONLINE AT: <https://tips.navy.mil>
TIPS HELP DESK: 619-553-4684



**DEPARTMENT OF TRANSPORTATION
TRANSSERVE CONTACT INFORMATION**

TRANSIT BENEFIT MANAGER:
Jamie Chatarsa
jamie.chatarsa@dot.gov
202-366-1641

ELECTRONIC MEDIA SUPPORT TEAM:
202-366-9244

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

JP MORGAN CHASE – LOST OR STOLEN CARD CONTACT NUMBER:
1-866-891-6951