



**UPCOMING ENROLLMENT DEADLINES:**

**Next:**  
**Thursday, December 17, 2015**  
*(for February benefit)*

**Future:**  
**Wednesday, January 20, 2016**  
**Monday, February 22, 2016**

**PROGRAM OFFICE GETS NEW MAILING ADDRESS**

The Program Office for the Transportation Incentive Program has moved. We're still located on the historic Washington Navy Yard in Washington, DC, but we have moved to a new building. Why is this important? Reviewing officials who need to return checks or money orders will need to send any repayments to the new address. The old address is currently under renovation and can no longer receive mail. The good news is that the Transportation Incentive Program System (TIPS) already includes the new address on the system-generated memorandum that reviewing officials print to send checks and money orders to Washington for processing. You can also always find our most current address at the

bottom of the latest newsletter. If you need to contact us by mail or FedEx, please use the following address:

Office of Financial Operations  
c/o Field Support Activity  
1013 O St., SE, Bldg 166, Suite 301  
Washington Navy Yard, DC 20374  
ATTN: Transportation Incentive Program



**TIPS WON'T LET ME UPLOAD MY VANPOOL LOG**

Participants must ensure that a vanpool log is uploaded to the Transportation Incentive Program System (TIPS) by the fifth calendar day following the commuting month. Most vanpools have been successful in meeting this deadline and uploading the correct documentation. But some vanpools have encountered problems. One of the more common issues is that file size is too large. Vanpool coordinators will only be able to upload vanpool logs that are smaller than 5MB. How do vanpool logs get so big? The two most common ways to convert a physical paper vanpool log into an electronic file is to 1) scan the paper using a scanner or 2) take a photo image of the vanpool log using a digital camera like with a phone camera. If the scanner is set to scan high-resolution images or the camera is set to take high-resolution pictures, the resulting file may be too large to upload into TIPS. So what can you do? You can try two things. First, check the



setting on your scanner or phone. You can likely create an image that has a reduced file size by selecting a lower-resolution scan or photo setting. The image still needs to be legible, but the high-resolution settings needed for high quality photos are not required for vanpool logs. The second way that you can reduce your file size is by using a file reducer to resize an image that already exists. This can be accomplished by using Adobe Acrobat Professional's "Save As Reduced Size PDF" function or other applications that can reduce the size of a photo.

**CONGRESS POISED TO ADDRESS TAX EXTENDERS**



The Office of Financial Operations (FMO) is tracking an amendment to House Resolution (H.R.) 34. The amendment, if passed, would renew more than three dozen tax provisions known as "tax extenders." Included in this amendment is an extension of parity for exclusion from income for employer-provided mass transit and parking benefits. While we still don't know what the final language of the bill will include, there may be an increase to the maximum benefit on the horizon. FMO will continue to monitor the bill and any other legislative changes. Be sure to check out the January newsletter to see if Congress made any changes. And just in case anyone is wondering what the title of H.R. 34 is...

The official title is "Tsunami Warning, Education, and Research Act of 2015." With the legislative process you never know where you may find a change to the transit benefit program.

**QUESTION OF THE MONTH:**

**Does the Department of Navy provide retroactive transit benefits?**

No, the Department of the Navy does not provide transit benefits for a prior period. Retroactive benefits have not been authorized.

**IN MEMORIAM – REMEMBERING MR. GARY LEE**

The Transportation Incentive Program lost a long-time friend and reviewing official this month. Mr. Gary Lee served the Department of the Navy as a reviewing official for many years at Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility in Honolulu, HI. His work was marked by an attention to detail and carefulness that could be seen all the way back in Washington, DC. He persevered through challenging transitions and contributed greatly to strengthening the transit benefit program at Pearl Harbor. Many reviewing officials would recognize Gary's voice as he was a regular attendee at our monthly training call always asking good questions and looking for ways to better serve his participants. He will be missed. Our thoughts and prayers are with his family during this difficult time.



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

**PROGRAM MANAGER:** 202-685-0399  
**PROGRAM ASSISTANT:** 202-685-0374

**MAILING ADDRESS FOR MONEY ORDERS:**  
Office of Financial Operations  
c/o Field Support Activity  
1013 O St., SE, Bldg 166, Suite 301  
Washington Navy Yard, DC 20374  
ATTN: Transportation Incentive Program

**E-MAIL ADDRESS:** TIP@navy.mil  
**APPLY ONLINE AT:** <https://tips.navy.mil>  
**TIPS HELP DESK:** 619-553-4684 **EMAIL:** [tips@spawar.navy.mil](mailto:tips@spawar.navy.mil)



**DEPARTMENT OF TRANSPORTATION  
TRANSERVE CONTACT INFORMATION**

**TRANSIT BENEFIT MANAGER:** 202-366-1641  
**ELECTRONIC MEDIA SUPPORT TEAM:** 202-366-9244

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

**JP MORGAN CHASE:**  
**LOST OR STOLEN CARD CONTACT NUMBER:** 866-891-6951  
**TRANSACTION HISTORY ACCOUNT ACCESS:** <https://ucard.chase.com>