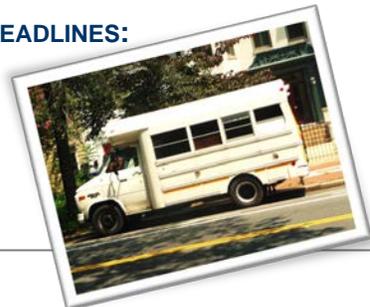




UPCOMING ENROLLMENT DEADLINES:

Next:
Thursday, April 21, 2016
(for June benefit)

Future:
Monday, May 23, 2016
Wednesday, June 22, 2016



QUESTION OF THE MONTH:

By what day of the month do vanpool logs need to be uploaded to the Transportation Incentive Program System?

Vanpool logs must be uploaded to TIPS by the fifth day of the month following the commuting period.

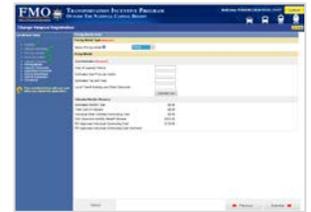
VANPOOL QUARTERLY RECERTIFICATION BEGINS

All vanpool coordinators are required to recertify their vanpool registration in the Transportation Incentive Program System (TIPS) between 1 April and 15 May 2016. During the recertification process, vanpool coordinators will walk through the vanpool registration screens to review and confirm that all information is correct. Vanpool coordinators will need a current invoice or receipt to upload to TIPS in order to complete the recertification process. To ensure TIPS has the most up to date pricing information, vanpool coordinators will be required to re-enter the information from the current invoice. Vanpools that receive transit benefits to cover direct fuel expenses will also be required to update the estimated price per gallon to reflect any regional fluctuation in the price of gas. Vanpool coordinators should take the following steps to recertify a vanpool registration:

1. Login to TIPS as a participant:
<https://tips.navy.mil>.
2. Scroll down to Vanpool Management.
3. Select the "Recertify" button for the vanpool you would like to recertify.
4. Review the vanpool eligibility screen, check the "I have read..." box, and select "Continue."
5. Review and edit as necessary vanpool registration screens.
6. Select "Continue" to move to the next screen.



7. At the "Pricing Model Used" screen, select the correct pricing model and enter the current pricing information.



8. Select "Continue."



9. Upload current financial document (i.e. receipt or invoice).

10. Select "Continue."



11. Review vanpool registration.

12. Select "Continue."



13. Review each certification statement and check corresponding box.

14. Select "Submit Registration" to complete the vanpool recertification.

All vanpools will need to be recertified in TIPS by 15 May 2016. Any vanpool that does not recertify by the vanpool recertification deadline will automatically be deactivated.

Reviewing officials will need to review and approve the vanpool recertification. Reviewing officials should confirm that the financial documentation uploaded is current and supports the pricing information reported in the registration. The invoice or receipt should not reflect a credit balance. The amount due should be approximately equal to the amount charged for the invoice period. Reviewing officials can always reach out to the Office of Financial Operations at contact information below if they need assistance in reviewing vanpool documentation.

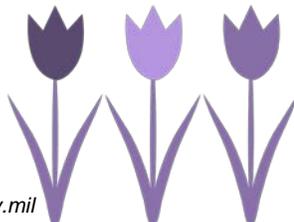
**DEPARTMENT OF THE NAVY
OFFICE OF FINANCIAL OPERATIONS CONTACT INFORMATION**

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 EMAIL: 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>

