

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>DEPARTMENTAL REGULATION</b>	Number: DR 4080-811-04
SUBJECT: USDA Commuter Transit Subsidy Benefits Program	DATE: July 29, 2015
	OPI: Office of Human Resources Management (OHRM)

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## 1. PURPOSE

### a. BACKGROUND

USDA supports programs that improve air quality and reduce traffic congestion. USDA will provide a non-taxable subsidy designed to encourage employees to use mass transportation for their daily commute to and from their duty station. USDA offers transit benefit distribution services nationwide, to all USDA agencies and offices, utilizing the automated TRANServe service by the Department of Transportation (DOT). This established distribution system provides extensive and effective internal controls to Federal employees and eliminates duplication and repetition of these functions.

Any mission area/agency/staff office granted a waiver from participating in the Department-wide Service Agreement will not be exempt from the other requirements of this DR.

### b. AUTHORITY

USDA's Transit Benefit Program was established in 1991 when the Federal Transit Administration (FTA) began pilot testing a program, which provided up to \$21 per month in transit fare media to its employees. In 1993, as part of a national effort to improve air quality and to reduce traffic congestion, the Federal Employees Clean Air Incentive Act ([FECAIA Public Law No. 103-172](#)) was signed into law, authorizing Federal participation in the Transit Benefit Program.

On April 21, 2000, President Clinton signed [Executive Order 13150, Federal Workforce Transportation Fringe Benefit](#), which sought to reduce Federal employees' contribution to traffic congestion and air pollution.

In 2005, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which is [Public Law 109-59 \(August 10, 2005\)](#), required Federal agencies to implement Transit Benefit Programs for all eligible employees.

## 2. SPECIAL INSTRUCTIONS/CANCELLATION

- a. The directive is to set forth USDA policy on the Commuter Transit Subsidy Program. This directive supersedes previously issued Departmental Regulation (DR) 4080-811-04, December 7, 2004.
- b. Revisions include the conversion to electronic applications to meet the [Government Paperwork Reduction Act \(GPR\)](#).

## 3. DEFINITIONS

- a. Amended Application. An application for transit benefits that reflects changes such as name, duty location, and actual cost of transit requested/reported.

- b. Approving Official. Supervisor, or person of authority, required to review application for completion and reasonableness.
- c. Carpool. An arrangement between two or more employees to commute to and from work on a daily basis. A carpool does not qualify as a Commuter Highway Vehicle (van pool).
- d. Cash reimbursement. Agency/office reimbursement for the actual cost of mass transportation up to the limit of the benefit for the month when fare media is unavailable.
- e. Certification. Occurs during initial application or change in application by his/her supervisor and USDA Transit Benefit Coordinator and/or Program Manager.
- f. Contracting Officer Representative (COR). Ensures proper development of requirements and assists Contracting Officer (CO) with managing the funding contract (Inter-Agency Agreement/Service Agreement).
- g. Daily commute to and/or from work. Using some form of mass transportation when commuting to and from work.
- h. EFM. Electronic fare media.
- i. Extended leave. A period greater than 90 days that an employee is absent from work.
- j. False Claim. Knowingly presenting or causing to be presented to the Government an untrue statement.
- k. Fare Media. Any fare card, transit pass, token, voucher, or similar item that can be exchanged for mass transit.
- l. Fund Certifying Official. Federal employee in authority to review the budgetary funding.
- m. Integrity Awareness Training. The Training Management System (TMS) course clarifies transit benefit requirements by educating participants of their roles and responsibilities, to enhance participant understanding, addressing ramifications of non-compliance, emphasizing internal controls to minimize fraud and abuse, as well as penalty for fraud.
- n. Mass Transit Expense Worksheet. A form used by a qualified Federal employee to determine the transit benefit amount per month. This worksheet is posted on [TRANServe website](https://transitapp.ost.dot.gov) at <https://transitapp.ost.dot.gov>
- o. Mass Transportation. Public Transportation operated for use by the public (e.g., buses, subways, ferries, commuter buses, trains, and qualified vanpools).
- p. National Capital Region (NCR). Per Executive Order 13150, the NCR consists of the District of Columbia; Montgomery, Prince George's, and Frederick Counties in Maryland; Arlington, Fairfax, Loudon, and Prince William Counties in Virginia; and cities now or hereafter existing in Maryland or Virginia within the specified geographic area above.

- q. POV. Privately-owned vehicle.
- r. Qualified Federal Employee. A current USDA paid Federal employee or USDA paid intern. Employees are required to complete the Transit Subsidy's Integrity Awareness Training in [TRANServe website: https://transitapp.ost.dot.gov](https://transitapp.ost.dot.gov)
- s. Qualified Ferry. Ferries are approved form of public transportation as walk on only. They are not approved to shuttle a participant's POV from one point to another then complete the journey by POV. Approved vanpools and their riders are eligible to claim ferry ticket costs and may include the cost of the van ticket.
- a. Qualified Vanpool. A highway vehicle with seating capacity for at least six adults, excluding the driver. Vanpools may be privately-owned, operated by a transportation company or a public transportation provider. Qualified Vanpools are as the following:
  - (1) Each vanpool shall designate a primary operator who is the permit holder. One alternate operator may be named. The primary operator may not apply for the transit benefit. All other federal employees in the vanpool, including the alternate, are eligible to collect the transit benefit.
  - (2) Transportation of employees to and from work must represent 80% of the van's usage and may be made up of Government and non-Government employees.
  - (3) Per the Internal Revenue Service (IRS) Regulation 26 CFR §1.132-9 – Qualified transportation fringes – General Rules – Q3 A3 (b) - ... A qualified vanpool service must be “provided by any person in the business of transporting persons for compensation or hire in a highway vehicle with a seating capacity of at least six adults (excluding the driver).”
  - (4) In the NCR, vanpools are required to register with the local transportation authority in order to be eligible to receive and negotiate vouchers.
  - (5) Individual Federal employees are eligible to start up a private vanpool. When a private vanpool meets the established criteria, riders are eligible to receive the transit benefit. Private vanpools operated by Federal employees are not connected with or sanctioned by the Federal government.
  - (6) Vanpool riders may not use their transit benefit to “hold” a seat for a period of 30 days or more. Riders must withdraw from the vanpool program after 60 days of inactivity.
  - (7) Vanpool charges must reflect reasonably and equally costs and rates charged for all passengers. Rates may be reduced or waived for the driver, who is not eligible to receive the transit benefit.
- b. Recertification. The process by which a qualified Federal employee completes annually to confirm his or her eligibility to continue to receive the transit benefit.

- c. Transit Benefit Coordinator (TBC). Federal employee who has the overall responsibility for communication, coordination, and management of their respective agency/office's transit benefit program to ensure transparency and prevent any misuse of benefits.
- d. Transit Benefit Program Manager (PM). Federal employee who has overall responsibility to manage USDA Transit Benefit Program, the PM is managing the lifecycle activities to ensure the intended outcomes are achieved.
- e. Transit Benefit. A non-taxable transportation fringe benefit providing employees with vouchers or other fare media to commute via mass transit to and from work.

#### 4. USDA POLICY

USDA will provide a non-taxable subsidy designed to encourage its USDA paid employees to use mass transportation for their daily commute to and from work, up to the limit of funding authorized by Congress.

- f. This policy and guidance applies to all USDA organizations including all applicable agencies and offices using TRANServe.
- g. Indirect costs, such as gas, mileage, parking, or an employee's payments for a personal or leased vehicle, are not included as part of the cost qualifying for the transit benefit.
- h. **PROHIBITED:** Deliberately overestimating transit costs, giving, or selling the transit benefit to others, or purchasing fare media from participant(s) is prohibited.

**LIMITATIONS:** Participants are not permitted to accumulate fare media in excess of their actual monthly commuting costs. The monthly benefit may be issued in advance of the month for which it is intended, the amount of any unused benefit must be returned.

- i. **LIABILITY:** Once fare media is issued, it remains in the personal possession of the employee. Lost, stolen, or damaged fare media will not be replaced by the program.
- j. **CERTIFICATIONS:** All transit benefit recipients are required to self-certify annually in order to continue to receive the transit benefit. The benefit is tied to the calendar month and will not be issued retroactively. Participants will be automatically withdrawn from the program if annual recertification is not completed or inactive for 3 months.
- k. **CHANGES:** Participants are responsible for adjusting their transit benefit amount when changes to commuting methods, teleworking, or change of address.
- l. **MANDATORY TRAINING:** Approving Officials, Supervisors, TBCs, and participants must complete a mandatory transit training annually at <http://transerve.dot.gov>. TBCs are authorized to disqualify employees under their jurisdiction who have been determined to have misused the transit benefit subsidies. Instances of fraud or possible fraud shall be referred to the USDA Office of the Inspector General.

- m. **NON-PARTICIPATION IN PROGRAM:** Participants who decide to stop participating in the Transit Benefit Program or on extended leave of 90 days or more must withdraw from the program.
- n. **NON-PICKUP:** Participants who do not pick up their transit benefit for three months will be automatically withdrawn from the program.
- o. **EXCESS VOUCHER FUND:** There are occasions where available voucher denominations do not precisely match the cost of a ticket. When the voucher amount is \$2 or less over the actual ticket amount the additional cost is acceptable.
- p. **PARKING PERMITS:** Employees named on a federally-subsidized workplace motor vehicle parking permit are not eligible to participate in this program. The phrase, named on a federally-subsidized workplace permit, means an individual who drives, or is a passenger in a privately-owned or leased vehicle and who parks in a federally-subsidized parking area. Any government-provided, owned, or leased parking area is considered federally-subsidized.

Exception is some agency's locations (Forest Service) permit all employees to park, whether they use it or not. If, for agency operations reasons or under exigent circumstances, transit benefit participants need to commute by privately-owned or leased vehicles, they may request temporary parking permits. If a participant uses their parking permit, they shall make corresponding adjustments to their request for transit benefits.

Managers may determine that it is necessary to Agency operations for selected employees to use federally-subsidized parking areas because of changes in their work schedules or in exigent circumstances. Some participants may request authority to use the facility parking areas on an extremely limited basis.

## 5. PROCEDURES

- a. Initial registration in the TRANServe Transit Subsidy Benefits electronic application (eApp) via TRANServe website (<https://transitapp.ost.dot.gov>).
  - (1) The "Applicant Guide" and "Approving Official" Guide can be found in the above website, under the USDA section.
  - (2) Transit Subsidy Benefit participants shall register in the eApp (See Applicant Guide)
  - (3) Participant's supervisors will register in the eApp (See Approving Official Guide)
    - (a) The supervisors (with the National Finance Center Supervisor code) will inform the TBC or the PM/COR of the registration status and request "elevation" to first approval level user.
    - (b) DOT and the PM/COR will confirm the requesting supervisor and will elevate the user.

- (4) The TBC will register in the eApp
  - (a) The TBC will inform the PM/COR of the registration status and request “elevation” to second approval level user.
  - (b) The PM/COR will inform DOT to elevate the user.
- (5) Departmental PM/COR are the Admin User level.

b. Enrollment/Change/Recertification:

- (1) Participants submit their enrollment/change/re-certification on line.
- (2) The electronic application will then be sent to the Supervisor for approval. Supervisor will ensure the participant has taken the Integrity Awareness Training and the correct monthly transit estimates.
- (3) If approved by the supervisor, the eApp will be sent in the system to the TBC.
- (4) The TBC will review the application and approve the eApp in the system.
- (5) If approved, the eApp is routed to DOT for processing.
- (6) NOTE: If a TBC is also a participant, the application will go to the supervisor, then to the headquarters level TBC or the Departmental PM/COR.

The approval chain is as the following:

- (a) Participant
- (b) Participant’s Supervisor
- (c) TBC - Field / Headquarters
- (d) Departmental COR / PM
- (e) DOT

## 6. ROLES AND RESPONSIBILITIES

a. Department of Transportation (DOT):

Transit Program Office: DOT TRANServe provides a service to USDA with participants in the Transit Benefit Program. The role of the TRANServe Program Office is to:

- (1) Enroll new participants.
- (2) Distribute the Transit Benefit.

- (3) Administer the Transit Benefit Program, IRS directives, monitor, and reporting.
- (4) Establish and implement established directives.
- (5) Automatically withdrawal participants who have not used their benefits for 90-days or more. Monitor program's integrity.

NCR distribution occurs electronically via WMATA Smart Benefits or the Debit Card. DOT is tasked of fare media distributions for regions outside of the NCR.

b. U.S. Department of Agriculture (USDA)

(1) Office of the Chief Financial Officer (OCFO):

- (a) Monitoring and examining transit budget and current internal controls for agencies and offices,
- (b) Identifying potential program vulnerabilities.
- (c) Developing and implementing solutions for identified vulnerabilities.
- (d) Having knowledge of existing rules and regulations concerning internal controls.
- (e) Keeping abreast of new developments for best practices in internal controls.

(2) Agency/Staff Office Transit Benefit Coordinators (TBC) will:

- (a) Designate TBC who have overall responsibility for communication, coordination, and management of their respective organization's transit benefit program, nationwide. DOT will provide guidance and serve on national Transit Benefit Program questions or issues. TBC shall review, monitor, and approve all transit applications with employees' supervisors.
- (b) Validate mandatory Transit Subsidy Benefit program "Integrity training" is completed before enrollment and annual re-certifications are processed.
- (c) Maintain and audit participant rosters and audit transit reports provided by PM/COR to ensure accuracy.
- (d) TBC shall ensure accuracy and integrity of program's funding for his/her agency/office. Non-participating benefit participants must be withdrawn in order to ensure proper stewardship and limit fiscal waste of service expenses.

(3) USDA Transit Benefit Program Manager (PM) and Contracting Officer Representative (COR):

- (a) Transit Benefit PM and the COR have overall responsibility to manage the Transit Benefit Program for USDA. After the DOT Customer Agreement is

signed, the PM takes over the day-to-day contact to ensure the program is implemented efficiently and effectively.

- (4) Procurement Office: The Procurement Office is responsible for all aspects of procurement.
- (5) Office of the Inspector General (OIG): Provides independent oversight and investigative capability related to USDA employee participation in the transit Program. OIG provides centralized monitoring and initial investigation of alleged transit benefit sales on the internet, in order to avoid duplication of effort.
- (6) Program Participants:

Federal employees who participate in the Transit Benefit Program are required:

- (a) To understand the scope and limitations of the Transit Benefit Program.
- (b) To understand the penalties involved in misuse or false claims involving the transit benefit.
- (c) Not to be named on a worksite parking permit at any Federal agency, nor otherwise participate in a carpool.
- (d) To use their transit benefit only for their home to work transportation.
- (e) To make sure that the amount of the transit benefit received does not exceed actual monthly commuting cost by public transportation even though they receive the benefit quarterly.
- (f) To understand that it is a violation of law to provide false or fraudulent information to obtain the transit benefit, to transfer, or to sell the transit benefit.
- (g) To personally adjust the transit benefit amount or changes.
- (h) To report to OIG when transit providers charge excessive fees. Employees are responsible for determining that charges represent fair market value.

## 7. APPLICABLE LAWS AND AUTHORITY

See Section 1.b

## 8. USDA TRANSIT BENEFIT PROGRAM

USDA seeks to maintain a program use of mass transit, in line with congestion reduction, while having effective and useful controls in place to ensure the program accomplishes its intended results.

- a. Approved Public Transportation Modes
  - (1) Rail (subway, commuter and light)
  - (2) Bus (transit authority and commuter)
  - (3) Ferry – approved form of public transportation when used as walk on fares or on bicycle
  - (4) Bicycle – Federal employees who ride bicycles to and from work may claim the transit benefit to cover the cost of using mass transit as part of the commute. The Bicycle Benefit Policy, if available, is managed by each agency individually.
  - (5) Qualified vanpools.
- b. Eligibility: The USDA transit benefit is available to all USDA paid employees working in a full or part time – after all processes are completed and approved:
  - (1) Transit Benefit Integrity Awareness Training
  - (2) Submission of transit benefit application
  - (3) Approval of transit benefit application
  - (4) It is the participant’s responsibility to follow up on the status of their transit benefit application
  - (5) The transit benefit is tied to the calendar month and will not be issued retroactively.
- c. Calculation of Benefit:

It is the employee’s responsibility to research the projected cost of transit fares. The application in <http://transerve.dot.gov> can assist in the estimation.

Participant will have out of pocket expenses for the commuting expenses above the maximum benefit.

Employees must ensure vanpool charges reflect reasonable costs and profits. Rates may be reduced or waived for the driver, who is not eligible to receive the transit benefit.

- d. Application:

For USDA employees, the Transit Benefit application must be completed on-line at <http://transerve.dot.gov>. Employees are asked to confirm specific information including their complete home address as well as their permanent duty station location.

- e. Termination of Benefits:

Media can be returned by mail or in person to the TBC. The media must be undamaged,

unused, and accompanied with a completed Media Return Form, see your TBC

When an employee terminates Federal service or transfers to another Agency, he/she must do the following:

- (1) Return or repay excess fare media in the form of a money order
- (2) Withdraw from the program (<https://transitapp.ost.dot.gov/>)

f. **Parking:** Employees who are receiving the transit benefit may not be named on a federally-subsidized parking permit nor allow their name to be used on a carpool list if that carpool parks in a federally-subsidized parking lot, except for a few offices located outside of NCR where exceptions are posted.

g. **Reporting:**

- (1) **Distribution Reports:**

The DOT maintains a certified reporting system based on information submitted on the application. Standard reports are produced for USDA on a monthly basis and Ad Hoc basis.

- (2) **Account Activity Statement (AAS):**

A monthly AAS will be provided with a detailed report of employee participation in the program. The monthly reports will be sent to the TBC and OCFO for review and audit.

Billing records and other information will be maintained according to National Archives and Records Association guidelines and requirements to enable the agency to comply with audit requirements.

- (3) **Six-Month Report:**

The Quarterly Six-Month report is used as a means to review six months' worth of pickup records for participants and gives TBC the tool to evaluate if participants are adjusting their transit benefit amounts upon changes to commuting methods, work schedules (such as leave, holidays or teleworking), or changes of address.

## 9. INTERNAL CONTROLS AND TESTING

Fare media is a cash equivalent and requires an extensive system of internal controls that provide oversight for inventory maintenance and distribution activities. Internal controls must be tested on an annual basis and subjected to a certified and accredited audit by a third party every three years. The controls must be highlighted in management's assurance statement.

a. **Secure Media:** USDA recognizes the fare media it distributes is a cash equivalent and has

an extensive system for internal controls that provides oversight for inventory maintenance and distribution activities. USDA and DOT use various types of internal controls to ensure effective inventory control. OCFO and each TBC will monitor and review USDA's internal controls and ensure that all requirements are effectively fulfilled.

b. Fraud and Abuse:

- (1) Application/Estimate of Transit Benefit: Initial applications include street address, city, work location, mode of transportation, and commuting costs must be reviewed and approved by an Approving Official.
  - (a) The Participant must certify that information is accurate and acknowledge punitive actions may result from violations of program requirements.
  - (b) Continuing Eligibility – All participating employees must recertify annually. Employees must update changes to mode of transit or commuting costs.
  - (c) TBC and agencies shall audit the transit and parking systems on a regular basis to ensure employees are not receiving both benefits.
- (2) Verification of Eligibility: The Approving Official must ensure that the employee is aware of the limitations and use requirements of the transit benefit.
- (3) Human Resources (HR) Exit Procedures: HR Exit Procedures include withdrawal of participants from the Transit Benefit Program.
- (4) Distribution: For on-site distribution, check the following information:
  - (a) Government identification.
  - (b) Enrollment in the program's verification.
  - (c) Amount of benefit's verification.
- (5) Parking Permit List: All agency employees who receive parking are not eligible for the transit benefit. Parking Office is responsible for auditing parking permits against the transit benefits' report monthly.

## 10. INTEGRITY AWARENESS TRAINING

a. USDA Employees:

All USDA participants of the Transit Benefit Program are required to complete the Transit Benefit Integrity Awareness Training Management System (TMS) to emphasize responsibility and identify prohibited practices such as unauthorized use by ineligible employees and inappropriate transfer of fare media.

A slide presentation is available on <http://transerve.dot.gov>. The participant is required

to abide the honor system for the participant's transit benefit application.

- b. Frequently Asked Questions (FAQ) are posted at <http://transerve.dot.gov>

## 11. REFERENCES

- a. DOT Transit Benefit Program Requirements
- b. Executive Order 13150, Federal Workforce Transportation, April 21, 2000.
- c. Government Accountability Office (GAO), Federal Transit Benefits Program: Ineffective Controls Result in Fraud and Abuse by Federal Workers, GAO-07-724T, Washington, DC, April 24, 2007.
- d. Fiscal and Payroll Policies and Procedures for the Transit Benefit Program, OF Bulletin 07GA2.12, March 27, 2007.
- e. GAO Testimony before the Permanent Subcommittee on Investigations, Committee on Homeland Security and Government Affairs, US Senate. Federal Transit Benefits Program – Ineffective Controls Result in Fraud and Abuse by Federal Workers, April 24, 2007.
- f. IRS Regulation 26 CFR §1.132-9 – Qualified Transportation Fringes – General Rules.
- g. Internal Revenue Service (IRS) Notice 94-3, Qualified Transportation Fringes Under Section 132 (f). Office of Management and Budget (OMB) Memorandum for the Heads of Departments and Agencies from Robert Shea, Associate Director for Management. “Federal Transit Benefit Program,” May 14, 2007.
- h. OMB Circular 123 Management's Responsibility for Internal Control, Washington DC, December 30,
- i. 2005, Appendix A, Implementation Plans August 1, 2005.

## 12. FORMS

- a. The [DOT Fare Media Return form](#) is for use only by the TBCs.

FIGURE 1

SAMPLE TRANSIT BENEFIT APPLICATION (PAGE 1)

Print	Route	Save As	Save	To Catalog
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Social Security Numbers are masked when the record is saved. To retain on paper, Print before saving.

### DEPARTMENT OF AGRICULTURE PUBLIC TRANSPORTATION BENEFIT PROGRAM APPLICATION

(Please type or print legibly in blue or black ink)

**ACTION REQUESTED (CHECK ONE):**  New  Change  Cancellation  Recertification  Temporary NTE Date: \_\_\_\_\_

NOTE: Items 1 through 12, and the reverse side of this form must be completed in full before submitting to your designated Commuter Benefit Coordinator

#### APPLICANT INFORMATION

1. NAME OF APPLICANT (Last, First, Middle Initial)	2. WORK ADDRESS (Street, City, State, ZIP Code) (If applicable: Div/Unit, Rm # / Sub Unit)	3. HOME ADDRESS (Street, City, State, ZIP Code)
E-MAIL ADDRESS (Optional):		
4. USDA AGENCY CODE (See Codes Below)	5. EMPLOYEE SOCIAL SECURITY NUMBER (last 4 numbers)	6. WORK TELEPHONE NUMBER

7. MODE(S) OF TRANSPORTATION TO BE USED DAILY TO COMMUTE TO AND FROM WORK:

Bus  Light Rail  Subway  
 Ferry  Train  Authorized Vanpool  
 Other (Specify): \_\_\_\_\_

8. TYPE OF FARE MEDIA YOU USE:

Fare Card  Tickets  Pass  
 Tokens  Voucher  
 Smart Trip Card  
 Other (Specify): \_\_\_\_\_

9. TYPE OF REDUCED FARE PUBLIC TRANSPORTATION RATE YOU RECEIVE:

Disability  
 Senior Citizen

10. Prior to applying for this benefit, how did you commute to work (check one):

Drive  Bus  Train  Vanpool  Ferry  Other

#### EMPLOYEE CERTIFICATION

**WARNING:** This certification concerns a matter with the jurisdiction of an agency of the United States and making a false, notorious, or fraudulent certification may render the maker subject to criminal prosecution under Title 18, United States Code, Section 1001, Civil Penalty Action, providing for administrative recoveries of up to \$10,000 per violation and/or agency disciplinary actions up to and including removal from Federal Service.

- I certify I am employed by the Department of Agriculture.
- I certify I am eligible for a public transportation fare benefit. I will use it for my daily commute to and from work. I will not give, sell, or transfer to anyone else.
- I certify I am not a member of a carpool. I do not receive disability or executive parking privileges.
- I certify the monthly transit benefit I am receiving does not exceed my monthly commuting costs.
- I certify that in any given month, I will not use the Government-provided transit benefit in excess of the statutory limit. If my commuting costs per month on public transportation exceed the monthly statutory limit, then I will continue to use public transportation and will supplement those additional costs with my own funds.
- I certify I am responsible for returning ALL partially used and unused fare media to my agency's designated Commuter Benefit Coordinator three working days before my effective date of reassignment, transfer, resignation, retirement, etc.
- I certify my usual monthly public transportation commuting costs (excluding any parking costs) are \$ \_\_\_\_\_ (amount is taken from completed worksheet on back page).

11. SIGNATURE OF EMPLOYEE	12. DATE
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#### VERIFICATION - COMMUTER BENEFIT COORDINATOR

13. NAME OF COMMUTER BENEFIT COORDINATOR	14. AGENCY MAXIMUM BENEFIT (Enter monthly payable amount for each participant based upon commuting costs and statutory limitations, agency policy, Union Negotiations, etc.) \$ _____
15. SIGNATURE OF COMMUTER BENEFIT COORDINATOR	16. DATE

#### PRIVACY ACT STATEMENT

This information is solicited under authority of Public Law 101-509. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request for a public transportation transit fare benefit. The purpose of this information is to facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of the funds involved. This information will be provided to the Department of Transportation to administer this program and to ensure that you are not listed as a carpool participant or a holder of any other form of vehicle work site parking permit with USDA or any other Federal Agency.

#### AGENCY CODES

01 Office of the Secretary	18 Economic Research Svc	38 Office of Chief Economist
02 Agricultural Marketing Svc	20 National Agricultural Statistics Svc	42 Office of Budget and Program Analysis
03 Agricultural Research Svc	22 Cooperative State Research, Education, and Extension Svc	50 Office of the Chief Financial Officer
07 Rural Housing Svc	23 Office of Inspector General	DA Departmental Administration
08 Risk Management Agency	30 Food and Nutrition Svc	EO Office of Civil Rights
10 Foreign Agricultural Svc	32 Rural Business-Cooperative Svc	ES Office of the Executive Secretariat
11 Forest Svc	34 Animal and Plant Health Inspection Svc	FA Farm Service Agency
13 Office of Communications	36 Grain Inspection, Packers, & Stockyards Administration	IT Office of the Chief Information Officer
14 Office of General Counsel	37 Food Safety and Inspection Svc	NA National Appeals Division
15 Rural Utilities Svc		SC National Sheep Industry Improvement Center
16 Natural Resources Conservation Svc		

COMPLETE PUBLIC TRANSPORTATION BENEFIT EXPENSE WORK SHEET ON BACK  
 This form was electronically produced by USDA/ARS/SOCC/ADB.

AD-1147 (Rev. December 30, 2005)  
 (Other versions of form obsolete)

FIGURE 2

SAMPLE TRANSIT BENEFIT APPLICATION (PAGE 2)

PUBLIC TRANSPORTATION BENEFIT EXPENSE WORK SHEET					
<p><b>NOTE:</b> USDA Form AD-1147, Public Transportation Benefit Program Application, requires USDA participants to calculate their usual monthly mass transit commuting cost to the nearest dollar for their daily commute to and from work. This work sheet must be completed to receive transit subsidy benefits.</p> <p><b>INSTRUCTIONS:</b> Calculate your total monthly mass transit expenses by the way you pay for your roundtrip daily commute to and from work. Using the work sheet below, select your mode of mass transportation and identify the roundtrip cost based on how you pay (i.e., daily, weekly, monthly) for your fare media and convert all costs to a total monthly amount. <b>REMEMBER:</b> It is possible that an employee may have a combination of daily, weekly or monthly expenses in computing his/her total monthly commuting costs.</p> <p><b>REMEMBER:</b> Parking fees are not allowed and cannot be included when computing monthly transit costs. If you are a person with a disability or a senior citizen receiving reduced rates, you must calculate the reduced fare rate you pay.</p>					
MODE OF TRANSPORTATION	DEPARTURE LOCATION	NAME OF COMPANY	DAILY EXPENSE	WEEKLY PASS EXPENSE	MONTHLY PASS EXPENSE
Bus (check applicable) Local <input type="checkbox"/> Commuter <input type="checkbox"/> County <input type="checkbox"/>					
Rail (check applicable) Light Rail <input type="checkbox"/> Subway <input type="checkbox"/>					
Commuter Train					
Vanpool (authorized)					
Ferry					
Other (Specify)					
<b>TOTAL COST</b>					
<b>CONVERTING DAILY AND WEEKLY COST TO MONTHLY COST</b>					
<b>40 HOUR WORKWEEK SCHEDULE CONVERSION</b>					
<b>8 HOUR WORK DAY CONVERSION</b>		<b>9 HOUR WORK DAY CONVERSION</b>		<b>10 HOUR WORKDAY CONVERSION</b>	
Daily Cost	No. Days Worked	Total Cost Per Month	Daily Cost	No. Days Worked	Total Cost Per Month
	x 21			x 19	
					x 17
<b>LESS THAN 40-HOUR WORKWEEK SCHEDULE CONVERSION</b>					
Complete this section if your work schedule has you out of the official duty station location for less than 40 hours per week. (i.e., telework, part-time, regularly scheduled travel, etc.)					
Daily Mass Transit Cost		Number of Days Worked Per Month		Total Daily Cost Per Month	
		x			
<b>WEEKLY PASS CONVERSION (if applicable)</b>					
Weekly Mass Transit Cost		Number of Weeks Worked Per Month		Total Weekly Cost Per Month	
		x 4			
<b>NOTE:</b> If the scheduled number of hours you work per month changes, see your Commuter Benefit Coordinator for options.					
<b>TOTAL MONTHLY COMMUTING COSTS</b>					
TOTAL DAILY COST PER MONTH (if applicable)					
TOTAL WEEKLY COST PER MONTH (if applicable)					
TOTAL MONTHLY COST PER MONTH (if applicable)					
<b>GRAND TOTAL OF MONTHLY COMMUTING COSTS (rounded to the nearest dollar). Transfer to front page under Employee Certification.</b>					
<b>EMPLOYEE CERTIFICATION</b>					
Sign	NAME OF EMPLOYEE (Please print name)		SIGNATURE OF EMPLOYEE		DATE
Clear					
<b>SUPERVISOR CERTIFICATION OF WORK SCHEDULE</b>					
Sign	NAME OF SUPERVISOR (Please print name)		SIGNATURE OF SUPERVISOR		DATE
Clear					

BACK OF AD FORM 1147 (Rev. December 30, 2005) (Other versions of form obsolete)

FIGURE 3

SAMPLE MEDIA RETURN FORM (PAGE 1)



# Media Return Form

1200 New Jersey Avenue, SE  
Room W12-190  
Washington, DC 20590

Region:			DOT AAM:					
Agency:			FROM :					
			PHONE #					
Employee	IDENTIFIER	WITHDRAW CUSTOMER? (YES/NO)	DENOMINATIONS (may be changed as needed)					TOTAL
Example: John Smith	1234	NO	1- \$30	1- \$20	3- \$10	\$5	\$1	80.00
TOTAL VOUCHERS			- \$30	- \$20	- \$10	- \$5	- \$1	
Use copies of this form if additional room is needed.							PAGE TOTAL:	
							GRAND TOTAL OF ALL PAGES:	

NOT FOR USE

PLEASE READ

If the order received does not match the Delivery Receipt Record in any manner, i.e. incorrect denominations, incorrect vendor, incorrect monthly pass, please check this box and contact your DOT/TRANServe Agency Account Manager.

- ▶ Credits will be applied only to media that was issued by the US DOT/TRANServe
- ▶ Personal checks cannot be accepted by DOT/TRANServe, they must be processed through your agency.
- ▶ Expired, written-on, stapled, partially used, torn media, or vouchers without receipts still attached cannot be credited.
- ▶ All unused dated monthly and quarterly passes must be received by DOT/TRANServe on or before the 5th of the respective month for credit. Passes received after the 5th cannot be processed. i.e. April passes must be received by the 5th of April.
- ▶ Do not include new applications, customer participant changes or any additional correspondence in the Media Return Package. These documents are not processed by the DOT Budget and Finance Office and should be sent directly to your DOT/TRANServe Agency Account Manager.
- ▶ Quarterly passes/stickers must be returned by the 5th of the first month they are to be used
- ▶ Media that is not credited by DOT/TRANServe will be returned to your agency and billed accordingly.
- ▶ Media must be returned by overnight delivery to:
  - DOT/TRANServe
  - 1200 New Jersey Avenue, SE
  - Room W12-190
  - Washington, DC 20590
  - ATTN: Budget & Finance Office



OVER →

FIGURE 4

FARE MEDIA RETURN FORM INSTRUCTIONS (FORM PAGE 2)



A Return Fare Media Form must be submitted and used with every return of fare media. Make copies of the Return Fare Media Form as needed. The following is an explanation of the information required to complete the form:

<b><u>Region</u></b>	Work city location. Submit a separate return form for each work city location.
<b><u>Agency</u></b>	Your agency.
<b><u>DOT AAM</u></b>	The name of the DOT Agency Account Manager from whom you receive your mailings and other transit benefit related correspondence.
<b><u>POC</u></b>	The person in charge of the transit benefit program at your location. In most cases, this is the recipient of the transit benefits package and the person whose name appears on the DOT Delivery Receipt Record.
<b><u>Employee</u></b>	The employee who did not accept or is returning the transit benefits for which it was intended. The employee's name will appear on the Detail Report sent with the mailing. This employee must be identified to accurately credit the correct individual.
<b><u>Identifier</u></b>	In most cases this refers to the last four digits of the employee's Social Security Number. For IRS employees this refers to their SEID number.
<b><u>Withdraw Customer?</u></b>	Please indicate if each employee is to be withdrawn from the transit benefit program. (YES/NO)
<b><u>Denominations</u></b>	The amount and value of each voucher or pass the employee is returning. Employees may only return original media specified to them by the Detail Report. EX: If John Smith is issued 2-\$10's he cannot return 4-\$5's.
<b><u>Total</u></b>	This is the total value of the transit benefits being returned by each employee.
<b><u>Grand Total</u></b>	The total value of fare media being returned for each region. This must match the total of actual fare media being