

MASS TRANSPORTATION FRINGE BENEFIT PROGRAM PROCEDURES FORT WORTH DISTRICT

1. **EXECUTIVE ORDER 13150** dated 21 April 2000, directed Federal agencies to establish transportation fringe benefit programs in order to reduce Federal employees' contribution to traffic congestion and air pollution, and to expand their commuting alternatives. The Mass Transportation Fringe Benefit Program was implemented within the Fort Worth District effective 1 March 2001. **Under this Program, Department of the Army employees are reimbursed for their actual commuting expenses and may receive benefits up to \$110 per month.**

2. **APPLICATION.** To obtain benefits, team members must complete an application at **<http://www.asafm.army.mil/rabp/masstrans/guidance/mt-app.pdf>** and get approval from the Department of Transportation (DOT). Applications must be fully completed, printed and signed with an original signature and date; then mailed or brought to the District Points of Contact (POC) listed below:

Donna Amos
(Primary)

819 Taylor Street, ATTN: CESWF-RM-F
Room 3A37
Fort Worth, Texas 76102-0300
Telephone: (817) 886-1410
Fax: (817) 886-6428
Email: **Donna.J.Amos@swf02.usace.army.mil**

Or

Ramona Collins
(Alternate)

819 Taylor Street, ATTN: CESWF-RM-F
Room 3A37
Fort Worth, Texas 76102-0300
Telephone: (817) 886-1414
Fax: (817) 886-6428
Email: **Ramona.N.Collins@swf02.usace.army.mil**

Points of Contact will verify applications for eligibility first, and then for accuracy. Applications are faxed to the Department of Transportation's Transit Benefit Manager (Department of the Army (DA) Program Manager). Applications are accepted by DOT from the **20th through 25th of each month, only**. Quarterly voucher distributions take place in the months of February, May, August, and November. **Vouchers are shipped in the months of January, April, July and October.** Department of Transportation's goal is to have vouchers reach each POC no later than two days before the end of month prior to the beginning of the quarter. Changes to participants' applications will become effective with the next quarterly distribution cycle. The District POC located in Finance and Accounting Branch (F&A) within Resource Management Office (RMO) has the responsibility of verifying vouchers, and notifying participants that vouchers have been received in the District. Each participant must present civilian or military identification, and fully complete the DoD/DA Transit Benefit Certification Form (Sign-in Sheet) in F&A when obtaining vouchers.

Reminder: Every time you pick-up transit benefits (vouchers) and sign the accompanying certification, you are legally bound to abide by the terms of the transit benefit program.

This includes certifying that:

- You are using transit benefits only for your regular home to work transportation, and will not transfer the fare media to anyone else.**
- The amount of transit benefits you receive do not exceed your actual monthly commuting cost by public transportation.**

It is a violation of law to provide false or fraudulent information to obtain transit benefits, or to transfer or sell transit benefits.

The benefits must only be used for your home to work transportation.

Any misuse of your transit benefits may be grounds for disciplinary action up to and including dismissal, along with civil and criminal penalties and other criminal action.

If you have any questions about these or any other aspects of the transit benefit program, contact your agency Point of Contact.

Once the participant has been established in the MTBP, their parking space must be relinquished in the Federal Parking Garage. Participants are asked to notate their parking space relinquishment on the Sign-in Sheet when obtaining their vouchers in F&A.

Vouchers should be completed upon receiving and redeemed for monthly transportation passes to the Fort Worth Transportation Authority (also known as the "T"), or passes may be obtained from Misti Sloan, District POC, in RMO, Room 3A37. Ms. Sloan's telephone number is (817) 886-1396 or extension 1396.

3. **VANPOOLS.** Employees participating in public and private vanpools may also qualify for the Mass Transportation Fringe Benefit Program. Participating vanpools must adhere to Internal Revenue Code 26 U.S.C. 132f. A summary of the rules is as follows:

- a. Vehicle must have the seating capacity for at least six adults (not including the driver).
- b. At least 80 percent of the mileage use must be for the purposes of transporting employees in connection with employment and trips during which the number of employees transported for such purposes is at least one-half of the adult seating capacity (not including the driver).

The riders in each vanpool will submit an application stating their actual cost for the vanpool. Department of Transportation will purchase the appropriate vouchers to be used by vanpool riders. After riders obtain their vouchers from their installation POC, the riders will give them to the vanpool owner/driver. The owner/driver of the vanpool will endorse the vouchers, and submit them to the transportation authority where he or she is registered. The local transportation authority will process the transaction and provide payment to the vanpool operator.

4. **STANDARD FORM 1164 REIMBURSEMENT.** In some circumstances DOT may

not be able to purchase vouchers from a particular transit authority, for a private vanpool or for some specific types of transit services. In these cases employees will be reimbursed by submitting a Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business, in CEFMS at the end of the quarter. Following are instructions for submitting a claim for reimbursement in CEFMS:

- Smart Path to Screen AACBAD
- Select SF 1164 Purchase Request
- The Requesting and Issued To Organization Codes will default to the codes for the individual entering the information. If a user is entering information for someone else whose Organization Code is different from their own, the defaulted value should be changed to reflect that of the requestor to ensure cost is charged correctly.
- The Technical and Financial POC information also defaults to the user entering the information. If it is more appropriate for another individual to be listed, change the default.
- Select Standard Remark 12, SF 1164-Reimbursement for Mass Transit, on Screen 2.34.1 prior to committing the header record.
- Enter the Employee Identification (Id) Number for the individual requesting the reimbursement immediately following the line item number.
- CEFMS will automatically create a Line Item Description using the Id Number and the remark selected on the Purchase Request and Commitment (PRAC) Header Record. Standard fields such as the Method of Accomplishment (MOA) Code and Contract Use Indicator are populated by the system.
- Use Resource Code, MASSTRAN, for civilian personnel. The Resource Code for military personnel is MASSTRANM.
- **After the PRAC has been completed and committed, submit a copy and receipt(s) showing the amount paid to Madeline Flemons at (817) 886-1422 or Pamela Tynes at (817) 886-1424 in Finance and Accounting Branch (CESWF-RM-F) for certification.**
- The certified PRAC and receipt will be forwarded to the USACE Finance Center for disbursement. Employees must have Electronic Funds Transfer (EFT) information loaded in their Employee Record to be reimbursed.

5. **QUESTIONS** regarding these procedures may be sent to District Points of Contact, Donna Amos and/or Ramona Collins (**SEE PARAGRAPH 2 ABOVE**). Additional information regarding the Mass Transportation Fringe Benefit Program is available at: **<http://www.asafm.army.mil/rabp/masstrans/masstrans.asp>**