

Cash Reimbursements

Purpose: These Policies and Guidelines describe the procedures for cash reimbursement for Transit Benefits when fare media is not available.

Background: The intention is to provide qualified federal employees reimbursement for their actual mass transit commuting costs in cases where vouchers or other forms of fare media are not available. The Transit Benefit Program covers costs incurred by employees using various forms of mass transit, which would include vanpools that meet the criteria, established in IRS Code 132(f) and other guidelines established within Department of Agriculture (USDA). Carpools or other forms of transportation that do not meet established transit benefit program guidelines are not eligible. Benefits will be provided in the form of reimbursement checks, which the qualified employee may negotiate. The implementation of this service will allow Department of Transportation (DOT) to service the Transit Benefit needs of all federal employees and will eliminate the need for agencies to pay these costs outside of the Transit Benefit program contract. This is limited in scope to those federal employees that DOT cannot service with fare media.

Guidelines: All eligible employees and Transit Subsidy Coordinators must adhere to the following guidelines.

1. In order to be eligible for reimbursement of costs incurred using mass transit, an employee must first complete the AD-1147-USDA Public Transportation Benefit Program Application. The completed application must be submitted through the Transit Subsidy Coordinators to the DOT TRANServe office where it will be reviewed and entered into the DOT database.
2. DOT will evaluate the original application to verify if vouchers or some other form of fare media is available.
3. If it is determined that vouchers or fare media are not available, then the employee will be eligible to submit a request for reimbursement using AD-1170 - USDA Transit Subsidy Cash Reimbursement Certification form. Forms will be available through the locally designated Transit Subsidy Coordinators.
4. Reimbursements will be made for approved costs paid by the employee for mass transit (to include authorized vanpools) on a quarterly schedule.
5. Eligible employees are required to submit an AD-1170 form, along with the AD-1147, if not previously submitted, to the locally designated Transit Subsidy Coordinators by the 10th of the month following the established quarter (i.e. established quarter is Jan-March - all documentation must be provided to the locally designated transit subsidy coordinators by April 10th). All certifications sent after the deadline will not be reimbursed for that quarter unless it falls within an authorized exception. Authorized exceptions are for emergency situations (i.e. unforeseen medical situation, detail and/or temporary assignment, etc.). These should be exceptions and not the norm.
6. The locally designated Transit Subsidy Coordinators will receive the completed forms and documentations for review and validation.
7. The locally designated Transit Subsidy Coordinators will submit the validated AD-1170 to DOT TRANServe by the 15th of the month following the established quarter (i.e. established quarter is Jan-Mar - all documentation must be to DOT by April 15th). Only authorized exceptions (i.e. unforeseen medical situation, detail and/or temporary assignment, etc.) will be processed after the 15th of the month. These should be exceptions and not the norm.
8. All reimbursement requests will be sent to:

U. S. Department of Transportation
TRANServe
Attn: Stacey Clark
400 7th Street, SW Room P2-0327
Washington, DC 20590
(202) 366-0064

9. Reimbursement vouchers will be serialized, made out to the employee and mailed (FEDEX) to the locally designated Transit Subsidy Coordinators who will distribute the checks to the identified employees.