

October 31, 1994

NO. 94-4

FARE SHARE PROGRAM

Effective November 1, 1994, CDC* will implement the *nationwide* FARE SHARE Program with goals to:

- Increase the number of employees who use public transportation.
- Reduce the use of automobiles for employee commuting.

Specific CDC policy and procedures are described in the attachment.

CDC encourages carpooling as another means to improve air quality and to reduce the use of automobiles for employee commuting. Persons interested in using the FARE SHARE program in combination with carpooling should carefully review eligibility requirements for each program.

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Attachment

*References to CDC also apply to ATSDR; references to Center, Institute, and Office also apply to ATSDR and to Staff Offices and Staff Services.

REFERENCE POINTS:

Center/Institute/Office Administrative Offices
Human Resources Management Office
Financial Management Office

DISTRIBUTION: All CDC and ATSDR Employees

FARE SHARE PROGRAM

- Section I. Purpose
 - II. Background and Authority
 - III. Policy
 - IV. Eligibility
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- Exhibit 1. CDC/ATSDR FARE SHARE Program Application
- Exhibit 2. Claim for Reimbursement for Expenditures on Official Business (Sample)

I. PURPOSE

This guideline describes the Centers for Disease Control and Prevention (CDC) policy and procedures for the FARE SHARE Program which provides transportation subsidies to qualifying employees.

II. BACKGROUND AND AUTHORITY

Executive Order 12191 directed agencies to promote ride-sharing as a means to conserve petroleum and oil, reduce congestion, and improve air quality.

Public Law 103-172 provides for the establishment of programs to encourage Federal employees to commute by means other than single-occupancy vehicles.

The Office of Management and Budget (OMB) has issued guidance for Federal agencies participating in programs that use incentives and subsidies to encourage use of public transportation by employees. Based on current OMB guidance, tax-free financial incentives cannot exceed \$60 per month per program participant, as determined by the Internal Revenue Service. OMB Circular No. A-11, Section 35.4, states that payments to subsidize Federal employees' commuting costs be charged and reported as personnel benefits.

III. POLICY

Effective November 1, 1994, CDC will implement the *nationwide* FARE SHARE Program with goals to increase the number of employees who use public transportation and to reduce the use of automobiles for employee commuting.

IV. ELIGIBILITY

CDC civil service employees and commissioned corps officers are eligible to participate in the FARE SHARE Program and upon receiving approval, may be reimbursed for expenses not to exceed \$60 per month for use of public transportation to and from their place of employment.

Employees are encouraged to use monthly or weekly fare cards as generally the most economical method of payment for public transportation. Daily fares or tokens shall be authorized only with advance supervisory approval.

IV. ELIGIBILITY (Continued)

Participating employees found to be in violation of the FARE SHARE Program policy will have their FARE SHARE Program privileges revoked. They may be required to pay back any subsidy reimbursements they have previously received. Violations include transferring fare media to another person, not using public transportation as their primary source of transportation to and/or from work, etc. Any false, fictitious, or fraudulent certification will render the employee subject to criminal prosecution under U.S. Code, Title 18, Section 1001, civil penalty action. This provides for administrative recoveries of up to \$5,000 per

violation and/or agency disciplinary actions up to and including dismissal.

V. INELIGIBILITY

Individuals who are not employees but who work at CDC under certain special staffing arrangements and some student/faculty programs are not eligible to participate in the FARE SHARE Program. This includes **but is not limited to** advisory committee members, Disabled Veterans Unpaid Work Experience Program participants, experts and consultants, and persons employed under the Guest Researcher Program. It also includes the College Work-Study Program, High School Student Training and Education (Hi-Step) Program, Work Site Experience Program for Students, Cooperative Summer Program in Biostatistics and Epidemiology (IMHOTEP), and Visiting Fellow Program.

NOTE: Specific questions on employee ineligibility should be directed to the servicing personnel generalist.

VI. RESPONSIBILITIES AND PROCEDURES

A. Center/Institute/Office (CIO) Administrative Offices

- Provide overall administration, implementation, and monitoring within the CIO, as needed, for FARE SHARE Program operations.
- Assist supervisors and employees within the CIO, as needed, for Program operations.
- Review for eligibility and approve employee applications.
- Notify employees of acceptance into the Program.
- Review the supervisor-approved claims submitted for payment.
- Obligate funds to be used for reimbursement to employees participating in the Program.
- Notify the Human Resources Management Office for appropriate action if Program violations are found.
- Disallow reimbursement to employees found to be in violation of the Program.

B. Human Resources Management Office

- Provide overall planning, administration, implementation, and monitoring of the FARE SHARE Program.
- Consult and negotiate the implementation of the policies and procedures associated with the FARE SHARE Program with CDC labor organizations.

B. Human Resources Management Office (Continued)

- Provide internal controls and periodic evaluation to measure the effectiveness of the Program. This includes but is not limited to submitting reports to Congress and the General Accounting Office on the implementation of transit subsidy programs and employees who have participated in such programs.

C. Participating Employees

- Complete Form CDC 0.1206, CDC/ATSDR FARE SHARE Program Application (see Exhibit 1), available from regular supply channels.
- Certify by completion of Form CDC 0.1206, CDC/ATSDR FARE SHARE Program Application, to:
 - Use public transportation as their primary source of transportation for daily commute to and/or from work more than 50 percent of the time. Use of public transportation is not required for the entire commute.
 - Use the FARE SHARE subsidy solely for their daily commute to and/or from work.
 - Not transfer fare media to anyone else.
- Submit application through appropriate administrative channels to CIO administrative office for approval. **Employees must be approved for the FARE SHARE Program before submitting any claims for reimbursement.**
- Complete Form SF 1164, Claim for Reimbursement for Expenditures on Official Business (see Exhibit 2), available from regular supply channels and attach receipts for expenses incurred.
- Submit Form SF 1164 monthly through appropriate administrative channels for approval and payment. Reimbursement will be made by the same method as salary checks when possible; reimbursement by agent cashier is permissible but not encouraged.

(NOTE: Atlanta Program participants may submit their approved Form SF 1164 to an agent cashier for reimbursement on the same day as monthly cards, weekly cards, or tokens are purchased.)

D. Supervisors of FARE SHARE Program Participants

- Certify that claims submitted for payment are correct and proper.
- Notify the appropriate CIO administrative office of any FARE SHARE Program violations by any employee under their supervision for appropriate action.

E. Financial Management Office

- Provide payment of claims submitted by qualifying employees for expenses not to exceed \$60 per month for use of public transportation as the employee's primary source of transportation for daily commute to and/or from work.

F. Agent Cashiers

- Provide reimbursement for approved SF 1164's.