

U.S. Department of Transportation



DOI

Transit Benefit Application System Approver Training

Updated 10.1.2015




AGENDA

- **Purpose**
- **Supervisor Role**
- **Application Review Process**
- **Website - The Portal**
- **WebApp- Features & Benefits**
- **WebApp - The Demonstration**
- **Discussion**

TRANServe Web Application

Why are We doing this?

- **Increased efficiency**
- **Eliminates use of paper** 
- **Better Internal Controls**
- **More User Friendly**

TRANServe Web Application

➤ **Increased efficiency**

- Fewer errors
- Application and worksheet easy to read
- Streamlined verification/approval process



➤ **Elimination of paper**

- Participant information is more secure
- Application history is stored on secure server
- Supports Green Initiatives

Personally Identifiable Information

Last Name

First Name

Middle Initial

Employee ID



Office Phone

Home Address

Office Address

State Abbreviation

Supervisor's Name

Why are We doing this?

- **Better Internal Controls**

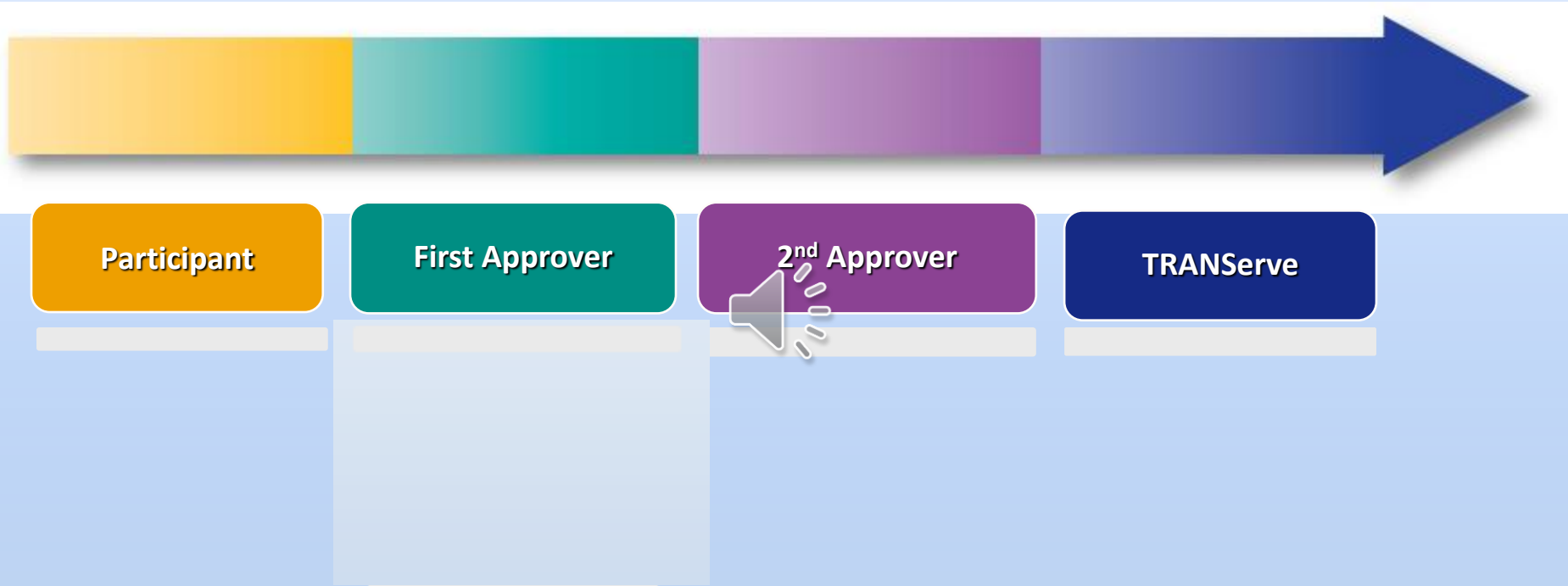
- **Primary responsibility on Applicant**
- **Recoups unused funds**
- **Requires Government email**



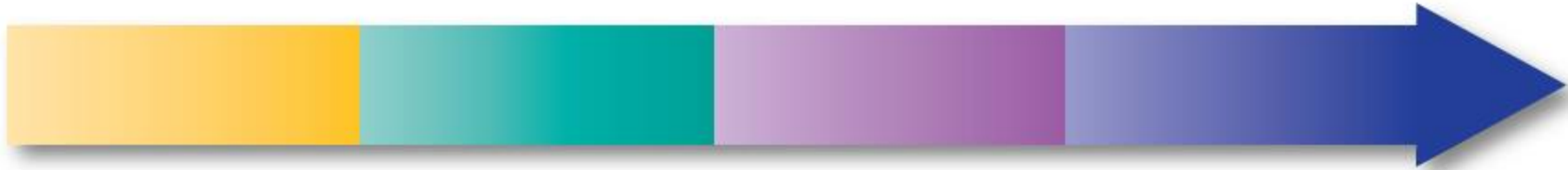
- **User-friendly**

- **Faster to apply, withdraw or recertify & get approved**
- **Commuting Cost Expense Worksheet is easy to understand and complete.**
- **Auto-calculates**
- **Dynamic help menus**

So, Where do I fit in?



Transit Benefit Application Overview of Major Steps



Participant

Participant...

- Registration
- Training
- Application
- Updates
 - Notification of changes
 - Recertify

First Approver

Supervisor...

- Verifies Training
- Reviews Application for Reasonableness
 - Reviews Cost
 - Agency Info

2nd Approver

Transit Benefit Coordinator

- Supports 1st
- Answers Program ?'s
- Monitors Costs
- Reviews Application
 - Admin
 - POC
 - Growth

TRANServe

Transit Benefit Manager

- Supports TBCs
- Final Approvals
- Provides the Benefit to Approved Participants

Quarterly Agency Totals Report

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat SecureZIP

Arial 8 Wrap Text Currency \$ % .00 .00 Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Find & Filter Select Editing

M11 0

	A	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1																		
2																		
3																		
4	Quarterly Agency Totals Report																	
5																		
6		REGION	LNAME	FNAME	ADMIN	MONTHLY COST	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	TOTAL					
7	1	DC	ALICIA	OIG	\$101.00	\$101.00	\$80.20	\$33.60	\$0.00	\$0.00	\$0.00	\$214.80						
8	2	DC	STUART	OIG	\$125.00	\$104.70	\$93.50	\$107.35	\$93.40	\$120.45	\$125.00	\$644.40						
9	3	DC	KENNETH	OIG	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$750.00						
10	4	DC	CASEY	OIG	\$125.00	\$125.00	\$122.20	\$105.60	\$125.00	\$125.00	\$106.55	\$709.35						
11	5	DC	KEVIN	OIG	\$125.00	\$98.60	\$73.50	\$0.00	\$31.50	\$0.00	\$0.00	\$203.60						
12	6	DC	YAJAIRA	OIG	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.45	\$63.45						
13	7	DC	BRYAN	OIG	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.65	\$125.00	\$165.65						
14	8	DC	CHIN	OIG	\$125.00	\$125.00	\$125.00	\$250.00	\$125.00	\$125.00	\$125.00	\$875.00						
15	9	DC	SHIRLEEN	OIG	\$125.00	\$0.00	\$34.55	\$21.40	\$25.75	\$58.45	\$34.10	\$174.25						
16	10	DC	JOE ELLA	OIG	\$125.00	\$125.00	\$125.00	\$71.10	\$0.00	\$0.00	\$0.00	\$321.10						
17	11	DC	HOPE	OIG	\$125.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00						
18	12	DC	GREGORY	OIG	\$125.00	\$107.70	\$94.90	\$110.10	\$97.75	\$91.80	\$93.80	\$596.05						
19	13	DC	KAREN	OIG	\$125.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00						
20	14	DC	WILLIAM	OIG	\$125.00	\$125.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00						
21	15	DC	ROBERT	OIG	\$125.00	\$125.00	\$120.75	\$15.75	\$0.00	\$0.00	\$0.00	\$261.50						
22	16	DC	KAREN	OIG	\$125.00	\$125.00	\$124.50	\$98.55	\$0.00	\$0.00	\$0.00	\$348.05						
23	17	DC	RONALD	OIG	\$125.00	\$125.00	\$125.00	\$250.00	\$125.00	\$125.00	\$125.00	\$875.00						
24	18	DC	OLUSEYI	OIG	\$125.00	\$84.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84.00						
25	19	DC	TRACEY	OIG	\$125.00	\$32.70	\$40.70	\$56.30	\$36.45	\$50.35	\$48.85	\$265.35						
26	20	DC	STEWART	OIG	\$125.00	\$119.05	\$96.75	\$119.55	\$107.95	\$109.80	\$89.75	\$642.85						
27	21	DC	DAWN	OIG	\$125.00	\$110.25	\$95.70	\$68.25	\$0.00	\$0.00	\$0.00	\$274.20						
28	22	DC	JEFFREY	OIG	\$125.00	\$125.00	\$107.35	\$157.85	\$87.55	\$125.00	\$105.11	\$707.86						
29	23	DC	CATHERINE	OIG	\$111.00	\$23.85	\$34.65	\$0.00	\$0.00	\$0.00	\$0.00	\$58.50						
30	24	DC	VINCENT	OIG	\$125.00	\$66.20	\$60.20	\$45.65	\$56.25	\$36.85	\$70.40	\$335.55						
31	25	DC	WILLIAM	OIG	\$125.00	\$39.20	\$3.20	\$12.40	\$0.00	\$0.00	\$0.00	\$54.80						
32	26	DC	RICHARD	OIG	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$750.00						
33	27	DC	SHIRA	OIG	\$125.00	\$114.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$114.75						
34	28	DC	SHAMIKA	OIG	\$125.00	\$125.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00						

Ready Sheet1 Sheet2 Sheet3 100%

TRANServe.dot.gov



TRANServe.dot.gov – Your Resource

[HOME](#)[PARTICIPANTS](#)[F.A.Q.](#)[DEBIT CARD](#)[RESOURCES](#)[RETURN OF EXCESS TRANSIT BENEFIT](#)[CONTACT US](#)

News

DOT Spotlight

DOT's Federal Transit Benefit Program Designated Compliant by GAO


In a newly released report issued by US Government Accountability Office (GAO), the U.S. Department of Transportation's (DOT) Debit Card program is determined to be in compliance with all Federal standards. TRANServe, DOT's shared service provider, delivers the transit benefit program to over 100 Federal agencies and sub-agencies. The report found that TRANServe's multiple internal control activities align with [GAO's Standards for Internal Control in the Federal Government](#) and validates the on-going work performed by TRANServe to protect the Federal dollars via the transit benefit against fraud, waste, and abuse. The full report can be found at: <http://gao.gov/products/GAO-15-497>.

TRANServe's proven approach to regulatory compliance ensures that the transit benefit provided electronically through the TRANServe Debit Card remains tax free and excluded from the Federal employee's gross income.

Federal Agency Cost Savings

In addition to IRS compliance, agency savings are inherent to the TRANServe Debit Card. The transit benefit is loaded each month, with the added feature that unused benefits are automatically returned to the agency each month. This seamless operation has produced verifiable savings to TRANServe's customer agencies thanks to a transformation of the

DOT Parking/Transit Office

Contact Us 

Normal Hours:

Monday – Friday,
9:00 a.m. – 1:00 p.m.

Thursday October 1, 2015

[\[Office address and info\]](#)

[Mobile Commuter Store Bus at DOT HQ on Thursdays!](#)



Recent Bulletins

- [TSB-2015-17 Parking Payments - October 2015](#)
- [TSB-2015-16 Parking Office Closure](#)
- [TSB-2015-14 Reports in the Web](#)

Participants



Federal employees committed to using mass transportation for their home to work to home commute are eligible to receive the federal transit benefit.

TRANServe supports you with simplified access to transit authority information, electronic applications, how-to instructions and other resources that encourage your use of mass transportation as your primary means of commuting from home to work.

The transit benefit is a subsidy, not an entitlement. Simply stated, it can go away.

Protect your transit benefit by following a few basic rules:

- Apply using your Agency's established application process
- Spend the transit benefit to make a direct purchase through your transit authority
- Ride mass transportation for the bulk of your own home to work to home commute
- Comply with your Agency's Transit Benefit Program Policy

Always Protect Your Transit Benefit – Any month the amount you receive exceeds the amount you use, you must return the excess funds to your Agency!

<http://TRANServe.dot.gov>

- The Participants Page
 - Enables your employees to self serve
 - Centralizes Your Program Information
 - Portal to the Web Application...

- HOME
- DEBIT CARD
- RETURN OF EXCESS TRANSIT BENEFIT
- RESOURCES
- PARTICIPANTS
- CONTACT US
- F.A.Q.

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Wednesday April 17, 2013

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Recent Bulletins


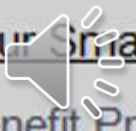
- [TSB 2013-09 Save Award: Opportunity for Senior Rates](#)
- [TSB 2013-08 DOT Only: Annual Transit Benefit Recertification](#)
- [TSB 2013-07 Bicycle Benefit Program](#)
- [TSB 2012-13 Announcing the Launch of TRANServe's Online Application System Enhancements](#)
- [TSB 2012-12 Announcing](#)

- + USDA 
- + USNAVY-REG / USNAVY-NAF

DOI-OS

- [Transit Benefit Program Application System](#)
- [DOI-OS Transit Benefit Program Applicant Guide](#)
- [DOI-OS Transit Benefit Program Approving Official Guide](#)
- [How to Register your SmarTrip Card](#)
- [DOI-OS Transit Benefit Program FAQ's](#)

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LOG IN

*User Name:

*Password:

[Forgot Password?](#)



NOT REGISTERED YET?

[Register](#)

Register Once

ACCOUNT INFORMATION

***User Name:**

***First Name:**

Middle Name:

***Last Name:**

***Agency/Mode:**

Phone Number:

LOG IN

*User Name:

*Password:


[Forgot Password?](#)



NOT REGISTERED YET?

[Register](#)

MY ACCOUNT

*User Name:	<input type="text"/>
*First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*Agency/Mode:	USDA 
Phone Number:	<input type="text"/>
*Password:	<input type="password"/>
Reenter Password:	<input type="password"/>
*Hint:	<input type="text"/>
User Role:	Admin

A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended.

Welcome To Parking and Transit Benefit Public Website Version v 1.0



[Transit Benefit Application](#)



[Approval Section](#)



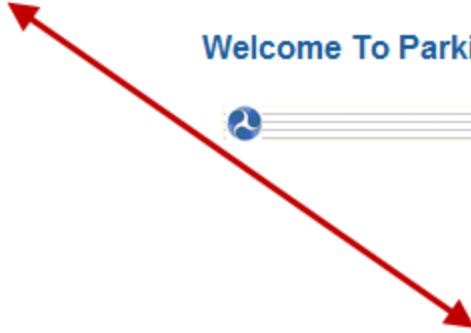
[My Account](#)



[Change Password](#)



[Log out](#)



- Pending Supervisor
- Pending Local/Regional POC
- Pending Program Admin
- Approved Records
- Disapproved Records
- Completed Records



[Transit Benefit Application](#)



[Approval Section](#)



[My Account](#)



[Change Password](#)



[Log out](#)



USDA	FN30	04/15/2013	RECERTIFY	
USDA	FN30	04/15/2013	RECERTIFY	Choose Applicant Name
USDA	FN30	04/15/2013	RECERTIFY	Choose Applicant Name
USDA	FN30	04/15/2013	RECERTIFY	Choose Applicant Name
USDA	RM8	04/15/2013	RECERTIFY	Choose Applicant Name
USDA	FS11	04/15/2013	RECERTIFY	Choose Applicant Name
USDA	NA	04/15/2013	RECERTIFY	Choose Applicant Name
USDA	DA/OHRM	04/15/2013	RECERTIFY	Choose Applicant Name
USDA	IG23	04/16/2013	RECERTIFY	Choose Applicant Name
USDA	IG23	04/17/2013	RECERTIFY	Choose Applicant Name
USDA	FN30	04/17/2013	RECERTIFY	Choose Applicant Name
USDA	DA	04/18/2013	RECERTIFY	CHERI JOHNSON



- ◆ Click on “History” to view employee’s transit benefit application history

Approve Disapprove Cancel

Reason for Disapproval:

[History](#)

TRANSIT BENEFIT WORKSHEET

Reason for Certification:
New Transit Benefit Participant

Civilian/Military: Civilian Work Status: Full Time

Method of Transportation		Daily Expense	Days per Month	Total Monthly Expense
Bus to Work	Name of Company	\$		\$
Bus from Work	Name of Company	\$		\$
Other Bus to Work	Name of Company	\$		\$

Reason for Disapproval:

[\[History\]](#)

TRANSIT BENEFITS WORKSHEET				
Reason for Certification: Annual Certification/Recertification Civilian/Military: Civilian Work Status: Full Time				
Method of Transportation		Daily Expense	Days per Month	Total Monthly Expense
Bus to Work	Name of Company	\$		\$
Bus from Work	Name of Company	\$		\$
Other Bus to Work	Name of Company	\$		\$
Other Bus from Work	Name of Company	\$		\$
Rail to Work	Name of Company METRO	\$ 4.40	16.00	\$ 70.40
Rail from Work	Name of Company METRO	\$ 4.40	16.00	\$ 70.40
Other Method to Work:	Name of Company	\$		\$
Other Method from Work:	Name of Company	\$		\$
Van Pool	Name of Company	\$		\$
				Subtotal: \$ 140.80
Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month.				Total Monthly Costs \$ 140.80

Review Application History

HISTORY
APPREFNUMBER: 886239

Action Date	Action	Status	Action By
04/17/2018 10:00:15PM	Submit a Change Request	RECERTIFY	hr@dot.gov
04/17/2018 11:00:17PM	Certification Request has been DisApproved [Reason:Please Select Stephen Delucio as Manager/Fund Certifier]	RecertifyDisApproved	EW@MPO2008.GOV
06/20/2018 10:10:54PM	Certification Request has been sent to Manager	RecertifyManager	hr@dot.gov
06/20/2018 10:00:03PM	Submit a Change Request	RECERTIFY	hr@dot.gov
06/20/2018 10:00:03PM	Certification Request has been DisApproved [Reason:I am not the supervisor for this employee.]	RecertifyDisApproved	hr@dot.gov
06/19/2018 00:10:01AM	Enroll in the Transit Benefit Program	RECERTIFY	hr@dot.gov

Reason for Disapproval:

[\[History\]](#)

TRANSIT BENEFITS WORKSHEET				
<p>Reason for Certification: New Transit Benefit Participant</p> <p>Civilian/Military: Civilian Work Status: Full Time</p>				
Method of Transportation		Daily Expense	Days per Month	Total Monthly Expense
Bus to Work	Name of Company METRO	\$ 2.30	20.00	\$ 46.00
Bus from Work	Name of Company METRO	\$ 2.65	20.00	\$ 53.00
Other Bus to Work	Name of Company COMMUTER Z	\$ 4.25	20.00	\$ 85.00
Other Bus from Work	Name of Company COMMUTER Z	\$ 4.25	20.00	\$ 85.00
Rail to Work	Name of Company	\$		\$
Rail from Work	Name of Company	\$		\$
Other Method to Work:	Name of Company	\$		\$
Other Method from Work:	Name of Company	\$		\$
Van Pool	Name of Company	\$		\$
				Subtotal: \$ 269.00
Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month.				Total Monthly Costs \$ 269.00

Smart Benefits Program: NO

Identifier: ****

Name: JOHNSON CHERI
(Last) (First) (Middle Name)

Email Address: [REDACTED]@dot.gov **Work Phone:** 202-[REDACTED]

Common Identifier: CJOHNSON - **Work Zip Code:** 20250

Mode: USDA **Region:** DC

Admin: DA

I certify that my usual monthly commuting cost are: \$269.00

WORK INFORMATION

Work Address: ENTER PHYSICAL WORK ADDRESS HERE

Work City: WASHINGTON **Work State:** DC **Work Zip:** 23456

RESIDENCE INFORMATION

Address: ENTER PHYSICAL HOME ADDRESS HERE

City: CHESAPEAKE **State:** MD **Zip:** 67890

Approving Official: [REDACTED]

Point of Contact: [REDACTED]

Manager/Fund Certifier: [REDACTED] **Phone:** 123-456-7890

SmartTrip Card Number: NA

Comment for Agency Approvers:
CONSULT TRANSERVE.DOT.GOV/PARTICIPANTS/USDA TO DETERMINE THE CORRECT APPROVING OFFICIALS

Approve

Disapprove

Cancel

Reason for Disapproval:

[\[History\]](#)

TRANSIT BENEFITS WORKSHEET



Reason for Certification:
New Transit Benefit Participant

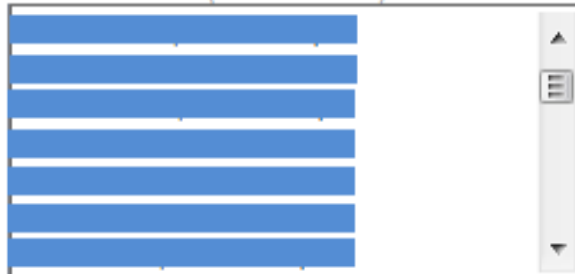
Civilian/Military: Civilian **Work Status:** Full Time

<u>Mode</u>	<u>Admin</u>	<u>Request Date</u>	<u>Type</u>	<u>Name</u>
USDA	FS11	09/01/2011	RecertifyCompleted	Choose Applicant Name
USDA	FA	09/07/2011	RecertifyCompleted	Choose Applicant Name
USDA	15RU	09/07/2011	RecertifyCompleted	Choose Applicant Name
USDA	NR16	09/07/2011	RecertifyCompleted	Choose Applicant Name
USDA	AR3	09/13/2011	RecertifyCompleted	Choose Applicant Name
USDA	FN30	09/14/2011	RecertifyCompleted	Choose Applicant Name
USDA	DA/OE	09/15/2011	RecertifyCompleted	Choose Applicant Name
USDA	DA/OS	09/19/2011	RecertifyCompleted	Choose Applicant Name
USDA	AP34	09/19/2011	RecertifyCompleted	Choose Applicant Name
USDA	FN30	09/20/2011	RecertifyCompleted	Choose Applicant Name
USDA	FN30	09/20/2011	RecertifyCompleted	Choose Applicant Name
USDA	FN30	09/20/2011	RecertifyCompleted	Choose Applicant Name
USDA	FN30	09/20/2011	RecertifyCompleted	Choose Applicant Name
USDA	AP34	09/26/2011	RecertifyCompleted	Choose Applicant Name
USDA	AR3	09/29/2011	RecertifyCompleted	Choose Applicant Name
USDA	AM2	09/29/2011	RecertifyCompleted	Choose Applicant Name
USDA	90OCFO/NFC	09/30/2011	RecertifyCompleted	Choose Applicant Name
USDA	AP34	10/03/2011	RecertifyCompleted	Choose Applicant Name
USDA	AP34	10/04/2011	RecertifyCompleted	Choose Applicant Name
USDA	FS11	10/05/2011	RecertifyCompleted	Choose Applicant Name
USDA	AP34	10/07/2011	RecertifyCompleted	Choose Applicant Name
USDA	DA/OHRM	10/13/2011	RecertifyCompleted	Choose Applicant Name



SUPERVISOR PROXY

(not selected)

A list of proxy options, currently empty, with a scroll bar on the right side. The list area is highlighted with a red border.

Add >>



(selected)

A list of selected proxy options, currently empty.

<< Remove

Users who have you as proxy: N/A


A hint is a meaningful personal association to help you remember your password.
This is optional, but highly recommended.

Update

Cancel

Reset

It's Time To Register !

1. Open Internet Explorer
2. Go to: TRANServe.dot.gov
3. Click "Participants"
4. Scroll down to "DOI-OS" and expand
5. Click : DOI-OS – Transit Benefit Program Application System
6. Click" Register 
7. Enter Government Email Address, Name and Phone Number
8. Click Register
9. Retrieve the Temporary Password from your DOI email
10. Log in to the WebApp
11. Change the Password, add a Reminder Hint

For Questions concerning the Approval Process
First Consult the Approver's Guide
Then email your Program Office







