



Transit Subsidy Program Bulletin

Bulletin #: TSB-2017-02

Date: October 5, 2016

Subject: DOT Active Bicycle Commuting Subsidy Initiative

Purpose: This Bulletin provides notification and information about the new DOT Bicycle initiative in support of transit flexibility, health and wellness, and sustainability.

Background: The Department of Transportation (DOT) recognizes bicycling and other forms of active commuting as a highly efficient mode of transportation, providing a wide range of benefits, including energy conservation, improved air quality, reduction in transportation costs, and improved personal health.

DOT has established an Active Bicycle Commuting (ABC) Subsidy initiative consistent with 5 U.S.C. 7905 which can be used in conjunction with the transit benefit described in 26 U.S.C. 132(f). The objective of this initiative is to promote and expand the use of bicycles for commuting purposes and to further stimulate active transportation. The ABC Subsidy is a **taxable fringe benefit that can be used in conjunction with your monthly transit benefit.**

Information: DOT employees (excluding FAA) are eligible to apply for this subsidy. Forms are required that certify bicycle use for the work commute in conjunction with the transit benefit during the month claimed. **Note:** Contractors and other NonDOT federal employees working in DOT offices are not eligible.

The monthly maximum amount of the ABC subsidy is \$20 per participant. This amount is equivalent to the transit bicycle benefit. However, unlike the bicycle benefit, the ABC subsidy is to be recorded as a **taxable fringe benefit on the employees W-2 form.** Eligible DOT employees can submit a claim that will be reimbursed for self-certified out of pocket expenses not exceeding \$20 per month up to \$240 per participant during the period of November 1st –October 30th to include, but not limited to: bicycle related clothing, helmet, gear, etc. Receipts are required for each claim.

Claim submissions are due to the Parking and Transit Office as follows:

- a. Claims for the months of November –April are due on April 5th.
- b. Claims for the months of May-October are due on October 5th.

For 2016, claims for the ABC Subsidy will be accepted retroactively from May 1, 2016. Claim submissions for the months of May-October are due to the Parking and Transit Office by October 15, 2016.

Restriction:

Participants who submitted claims for the bicycle benefit for the period of January 1, 2016- September 1, 2016 who now qualify for the ABC subsidy may not file in 2016 for the ABC subsidy.

Claims may be submitted for the period of November 2016-April 2017.

Required Action:

If you wish to submit claims for this ABC Subsidy taxable fringe benefit, please visit <http://dotnet.dot.gov/>

- a. Choose Parking/Transit
- b. Choose: ABC Subsidy.
- c. Select : ABC Subsidy forms.
- d. Submit your completed signed forms along with your paid receipts by email to Parking.TransitOffice@dot.gov.

Contact: For more information, please contact the Parking and Transit Office Parking.TransitOffice@dot.gov.