



Securities and Exchange Commission

TRANSIT BENEFIT PROGRAM Approving Official Guide

Presented By:



Visit the TRANServe website at: <http://transerve.dot.gov>

Start at the [TRANServe.dot.gov](http://transerve.dot.gov)

- Choose [Participants](#) :



- Click: [SEC Transit Benefit Enrollment/Change Applications](#)
- Log-in with your User Name and Password
 - ◆ Your government email address is your User Name
 - ◆ **FIRST TIME ONLY** – Click “Register” to create an account”
 - A temporary password will be emailed to you



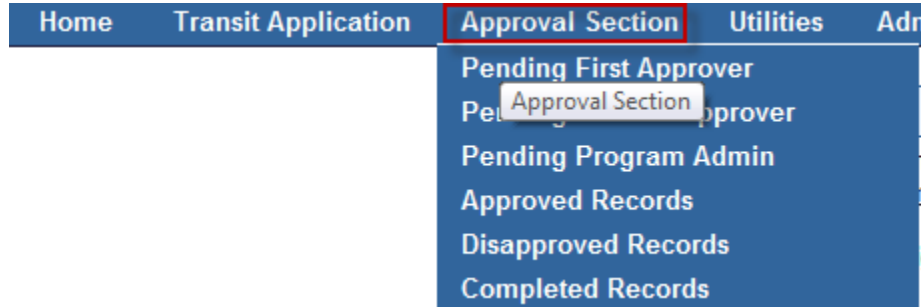
A screenshot of the TRANServe website's login and registration interface. The page is titled 'LOG IN' at the top. Below the title, there are two input fields: '*User Name:' and '*Password:'. To the right of the password field is a link that says 'Forgot Password?'. Below the input fields is a 'Log In' button. At the bottom of the page, there is a link that says 'NOT REGISTERED YET?' and a 'Register' button, which is highlighted with a red border.

Application Types:

- 1) RECERTIFY/ENROLL
 - a. Recertification = existing participants
 - b. New enrollees
- 2) CHANGE
 - a. Information Change
 - i. address, rate, method of transportation
- 3) WITHDRAWAL
 - a. Withdraw from the program

Visit the TRANServe website at: <http://transerve.dot.gov>

1. Select "Approval Section"



2. Select the correct queue:

- a. [1st Approver](#) –
- b. [2nd Approver](#) –

3. Click the name to review

Mode	Admin	Request Date	Type	Name	Approved	Disapproved Reason:
DOT-FMCSA	FMCSA	02/25/2013	RECERTIFY	Click Name Here	<input type="checkbox"/>	<input type="text"/>
DOT-FRA	FRA	02/27/2013	RECERTIFY	Click Name Here	<input type="checkbox"/>	<input type="text"/>
DOT-MARAD	MARAD	11/30/2012	WITHDRAW	Click Name Here	<input type="checkbox"/>	<input type="text"/>
DOT-MARAD	MARAD	12/05/2012	WITHDRAW	Click Name Here	<input type="checkbox"/>	<input type="text"/>
DOT-MARAD	MARAD	02/01/2013	WITHDRAW	Click Name Here	<input type="checkbox"/>	<input type="text"/>
DOT-NHTSA	NHTSA	01/16/2013	WITHDRAW	Click Name Here	<input type="checkbox"/>	<input type="text"/>

The application and expense worksheet are displayed:

* indicates required field.

*Reason for Certification:

*Select your transportation methods:

Bus Rail Other Method Vanpool

Civilian/Military: Work Status:

Always follow your Agency work schedule policy for specific guidance on the Days per Month entry.

Defined work schedule examples:
 If you work a Basic schedule of 8-hours per day, the average amount of 20 Days can be entered into the Days per Month column
 If you work a Flex Schedule of 9-hours per day, the average amount of 18 Days can be entered into the Days per Month column
 If you work a Compressed schedule of 10-hour days, the average amount of 16 Days can be entered into the Days per Month column
 If you telecommute or work part time, enter the number of days you actually commute to/from work.

Method of Transportation		Daily Expense	Days per Month	Monthly Expense
Bus to Work	Name of Company <input type="text" value="BusName/Flat Rate"/>	\$ <input type="text" value="5.02"/>	<input type="text" value="14"/>	\$ <input type="text" value="70.23"/>
Bus from Work	Name of Company <input type="text" value="BusName/Flat Rate"/>	\$ <input type="text" value="5.02"/>	<input type="text" value="14"/>	\$ <input type="text" value="70.23"/>
Other Bus to Work	Name of Company <input type="text" value="BusName/Intersection"/>	\$ <input type="text" value="2.75"/>	<input type="text" value="14"/>	\$ <input type="text" value="38.50"/>
Other Bus from Work	Name of Company <input type="text" value="Metro/A46"/>	\$ <input type="text" value="2.35"/>	<input type="text" value="14"/>	\$ <input type="text" value="32.90"/>
Rail to Work	Name of Company <input type="text" value="VRE/Burke"/>	\$ <input type="text" value="5.35"/>	<input type="text" value="14"/>	\$ <input type="text" value="74.90"/>
Rail from Work	Name of Company <input type="text" value="VRE/Union Station"/>	\$ <input type="text" value="5.35"/>	<input type="text" value="14"/>	\$ <input type="text" value="74.90"/>
Other Method to Work: <input type="text" value="Subway"/>	Name of Company <input type="text" value="WMATA/New Carrollton"/>	\$ <input type="text" value="4.30"/>	<input type="text" value="14"/>	\$ <input type="text" value="60.20"/>
Other Method from Work: <input type="text" value="Subway"/>	Name of Company <input type="text" value="WMATA/ Union Station"/>	\$ <input type="text" value="4.30"/>	<input type="text" value="14"/>	\$ <input type="text" value="60.20"/>
Van Pool	Name of Company <input type="text" value="Owner's Name"/>	\$ <input type="text" value="17.86"/>	<input type="text" value="14"/>	\$ <input type="text" value="250.00"/>
Total Monthly Expense:				<input type="text" value="732.06"/>

All SEC Employees are required to include specifics, such as bus stop #, intersection and station name. See Examples Above

TRANSIT BENEFIT PROGRAM APPLICATION

*Identifier: ?

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

Email Address: cheri.johnson@dot.gov *Work Phone: ?

*Common Identifier: ?

US SECURITIES AND EXCHANGE COMMISSION

*Select Your Agency/Mode: *Region: ?

*Admin: ?

Not Applicable to SEC: [Select...](#) ?

Not Applicable to SEC: [Select...](#) ?

Location/Building: [Select...](#) ?

I certify that my usual **monthly Transit commuting costs** are: ?

I acknowledge my commuting costs are above the tax free limit and fully understand I will be responsible for paying taxes on the amount I use that exceeds the current tax free limit.

I do not want my monthly funded commuting benefit to exceed the current Transit statutory tax free limit.

WORK INFORMATION

*Work Address:

*Work City: *Work State: *Work Zip:

RESIDENCE INFORMATION

*Address:

*City: *State: *Zip:

*First Approver: [Select...](#) ? *Point of Contact: [Select...](#)

*Second Approver: [Select...](#) ? Manager Phone:

*SmartTrip Card Number: ?

Comment for Agency Approvers: ?

4. Review the Application

- a. The Application must:
 - i. Specify name of Transportation Provider
 - ii. Indicate Daily, Weekly, Subtotal, Total Monthly Expense
- b. The Approver must:
 - i. Verify the employee works for your Agency
 - 1. Check with your HR department, if needed
 - 2. Check the global directory
 - ii. Check SmarTrip® user entered number correctly
 - 1. Regional Field Offices enter “NA”
 - iii. Approve or Disapprove the Application
 - 1. Scroll to the top
 - a. Click “Approve” or “Disapprove”

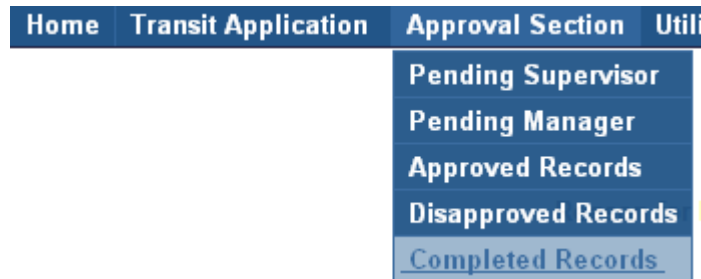
The screenshot shows a rectangular interface with three buttons at the top: 'Approve', 'Disapprove', and 'Cancel'. Below these buttons is a text input field labeled 'Reason for Disapproval:'. In the bottom right corner of the interface is a blue link labeled '[History]'.

- iv. If disapproved, enter Instructions to Participant in “Reason for Disapproval”

Note: Click “[History]” to review past actions

5. View Past Applications

- a. Select “Completed Records”



- b. Enter Participant’s Name
- c. Click “Search”
 - i. Click Participant Name to choose record
 - 1. Review past application (if applicable)
 - 2. Click “Back” to look at another past application
 - 3.** Use this Navigation Bar to take another action



Appendix A

Using the Proxy Feature

Add a Proxy

1. From the Home screen, click “My Account”
2. Click on your role
 - a. “Supervisor Proxy” or “Manager Proxy”

SUPERVISOR PROXY

(not selected) (selected)

Add >> << 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

3. Select your designated Proxy from (not selected) list on the left
4. Click “Add” to move name to (selected) box.
5. Click “Update”

Reverse to Remove:

1. Click “Remove” to return name to the (not selected) box.
2. Click “Update”

SUPERVISOR PROXY

(not selected) (selected)

Add >> << 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

Appendix B

Sample: Six Month Report (M-70 January through June FY10) – names removed (xxx,xxx)

AGENCY	NAME	MONTHLY COST	JAN10	FEB10	MAR10	APR10	MAY10	JUN10	TOTAL
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$1,380.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$128.00	\$100.25	\$85.80	\$66.45	\$94.50	\$101.45	\$104.25	\$552.70
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$46.00		\$184.00				\$70.00	\$254.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$138.00					\$143.00		\$143.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$230.00			\$460.00				\$460.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$94.00	\$75.00	\$67.10	\$71.85	\$94.00	\$84.95	\$94.00	\$486.90
DOT-OST-WCF M-73 - 1103002000	XXXXX, XXXX	\$104.00	\$60.75	\$47.45	\$80.00	\$70.70	\$41.50	\$84.20	\$384.60
DOT-OST-WCF M-73 - 1103005000	XXXXX, XXXX	\$151.00	\$97.00		\$100.00	\$75.00	\$89.00	\$130.00	\$491.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$120.00	\$75.00		\$100.00				\$175.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$104.00	\$104.00			\$104.00		\$104.00	\$312.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$136.00			\$136.00				\$136.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$756.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$161.00	\$129.00	\$70.00	\$134.00	\$139.00	\$65.00	\$81.00	\$618.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$108.00	\$104.00	\$104.00	\$104.00	\$108.00	\$108.00	\$108.00	\$636.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$158.00	\$136.00	\$91.00	\$131.00	\$125.00	\$126.00	\$131.00	\$740.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$142.00	\$68.00	\$68.00	\$118.00	\$140.00	\$140.00	\$140.00	\$674.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$816.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$1,056.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$83.00	\$83.00	\$83.00	\$62.00	\$83.00	\$52.80	\$83.00	\$446.80
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$142.00	\$122.00	\$122.00	\$95.00	\$122.00	\$122.00	\$122.00	\$705.00

Your National Transit Benefit Office is here to assist Approvers

Please e-mail questions to:

TransitBenefit@SEC.GOV

Or

Visit <http://transerve.dot.gov/>

TRANServe.dot.gov is an excellent resource providing access to TRANServe's Electronic Transit Benefit Application, Program Materials, Best Practices, Policy, Regulations, Training, Guidance and Transit Links to assist in monitoring and administration of your transit benefit program.

