



U.S. Department of  
Transportation  
Office of the Secretary  
of Transportation



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## TRANSIT BENEFIT PROGRAM BULLETIN

**BULLETIN #:** TSB-2016-06

**DATE:** February 16, 2016

**SUBJECT:** **Bicycle Benefit Claims: October through December 2015**

**PURPOSE:** This Bulletin provides updated guidance to Department of Transportation (DOT) Employees on the DOT Bicycle Benefit Program.

**BACKGROUND:** On January 1, 2009, the qualified bicycle commuting reimbursement was added to the list of qualified transportation fringe benefits covered in section 132 (f) of the Internal Revenue Service Code, which addresses the tax consequences of certain fringe benefit programs.

### **ACTION ITEMS:**

To ensure timely processing of bicycle claims for the period 1 October 2015 through 31 December 2015, please scan and email all bicycle benefit claims to [parking.transitoffice@dot.gov](mailto:parking.transitoffice@dot.gov) by **March 4, 2016**. The Parking Transit Office must adhere to specific deadlines in compliance with established IRS and Federal Appropriation regulations. To assure timely, accurate processing:

### **Participants must:**

Complete the following forms located in the DOT Bicycle Benefit Policy at: <http://transerve.dot.gov/documents/bicyclepolicy.pdf>

- 1) Bicycle Commuter Certification, Appendix A
- 2) Standard Form 1164, Appendix B
  - a. Scan receipts
  - b. Obtain appropriate signatures
- 3) Direct Deposit, Appendix C
- 4) DOT (excluding FAA) Mailing Instructions:

Email all required forms, receipts, to [parking.transitoffice@dot.gov](mailto:parking.transitoffice@dot.gov)

5) FAA employees - Mailing Instructions:

Mail all required forms, receipts, to:

FAA Transit Benefit Office  
ATTN: Bicycle Benefits  
Federal Aviation Administration  
800 Independence Avenue,  
SW Room 229  
Washington, DC 20591

**INFORMATION:** Claims will not be accepted after the deadline. The recommended submission date for costs incurred is **March 1<sup>st</sup>**. **The deadline is March 4<sup>th</sup>**.

The cash reimbursement will be posted to your account after approval by the authorized certifying officer. You will be notified of incomplete claim documentation via email.

**EXPIRATION DATE:** This Bulletin will remain in effect until March 4, 2016.

**CONTACT:** If you have additional questions please contact your Agency POC or [parking.transitoffice@dot.gov](mailto:parking.transitoffice@dot.gov)