



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



TRANSIT BENEFIT PROGRAM BULLETIN

BULLETIN #: TSB-2016-11

DATE: August 19, 2016

SUBJECT: **Bicycle Benefit Claims: January through September 2016**

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 January 2016 through 30 September 2016, please scan and email all bicycle benefit claims to parking.transitoffice@dot.gov by **September 6, 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

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 **September 1st**. **The deadline is September 6th**.

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 September 6, 2016.

CONTACT: If you have questions please contact your Agency POC or parking.transitoffice@dot.gov