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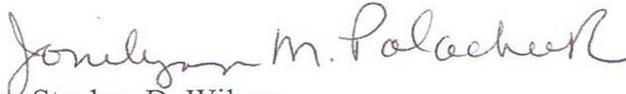
MASS TRANSPORTATION BENEFIT PROGRAM

FOREWORD

This Instruction provides policy and procedures for the Department of Defense Office of Inspector General Mass Transportation Benefit Program as authorized by Executive Order 13150. It serves as a guide to implement and manage an effective and efficient Mass Transportation Benefit Program for the proper use and protection of the Office of Inspector General resources.

The office of primary responsibility for this Instruction is the Administration and Logistics Services Directorate. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:


Stephen D. Wilson
for Assistant Inspector General for
Administration and Management

6 Appendices

1. March 25, 2008, administrative change to effective date and dollar amount in Chapter 2, para. C.

MASS TRANSPORTATION BENEFIT PROGRAM

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CHAPTER 1 GENERAL

A. Purpose. The purpose of this Instruction is to provide policy and procedures for the Department of Defense Office of Inspector General (DoD OIG) Mass Transportation Benefit Program.

B. References. See Appendix A.

C. Definitions. See Appendix B.

D. Acronyms. See Appendix C.

E. Cancellation. This Instruction supersedes IGDINST 4500.1, *Transportation Incentive Program*, dated February 28, 2003.

F. Applicability

1. The Mass Transportation Benefit Program will apply equally to all qualified OIG personnel who are employed by the DoD. Qualified OIG personnel include:

a. Civilian employees (includes interns and students employed and paid directly by the DoD).

b. Uniformed Service members (includes Reserve Component members performing active duty for more than 30 days). (See Chap. 3, para. J.)

2. Qualified personnel must be permanently assigned to a duty location in the United States including the District of Columbia, the Commonwealth of Puerto Rico, Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

3. The following personnel are **not** covered by this Instruction:

a. Personnel detailed to the OIG. (Detailees may be eligible for benefits through their parent agency.)

b. Personnel assigned to overseas locations.

c. Contractors.

d. Personnel on temporary duty.

e. Intergovernmental Personnel Act employees (unless the employee is appointed to a Federal position and placed on the rolls as an employee).

- f. Inactive Reserve Component members.
- g. Foreign exchange employees.

G. Background. Reference (a) directed Federal agencies to establish by October 1, 2000, transportation fringe benefit programs to reduce Federal employees' contribution to traffic congestion and air pollution, and to expand their commuting alternatives.

H. Department of Defense Policy. In accordance with reference (b), DoD must implement the same transit incentives within and outside the National Capital Region (NCR) to ensure that all personnel are treated equitably.

I. Office of Inspector General Policy

1. **Within the NCR.** The OIG shall implement a Mass Transportation Benefit Program for its employees with the support of the Washington Headquarters Services (WHS) and the Department of Transportation (DoT)/Transportation Services (TRANServe). The Director, WHS, administers the Mass Transportation Benefit Program. The DoT/TRANServe assists the WHS by purchasing and distributing transit passes.

2. **Outside the NCR.** The OIG shall purchase transit passes using the Government Purchase Card (GPC) or reimburse qualified employees for expenses incurred or paid by them, up to the monthly amount allowed, for transportation via mass transit.

J. Responsibilities

1. The **Inspector General** is responsible for establishing an agency-wide Mass Transportation Benefit Program to ensure compliance with Federal regulations and DoD policy.

2. The **Assistant Inspector General for Administration and Management** has the responsibility to:

- a. Direct the OIG Mass Transportation Benefit Program.
- b. Establish internal controls to ensure program policies and procedures are in accordance with Federal and DoD policy.

3. The **Administration and Logistics Services Directorate (ALSD)** has the responsibility to:

- a. Implement established program policies and procedures and to monitor compliance with their provisions.
- b. Conduct/direct benefit reviews to further protect OIG resources.
- c. Schedule and advertise quarterly distribution points at Headquarters location.

d. Verify NCR enrollment and distribution reports and provide timely corrective recommendations.

e. Certify withdrawal actions or transfer accounts to the gaining DoD agencies within the NCR, upon termination of OIG employment at NCR locations.

4. The **Office of the Comptroller** has the responsibility to:

a. Ensure funds are budgeted for benefit expenses based on employee participation rate within the NCR and requests submitted by OIG Components for employee participation outside the NCR.

b. Forward requests for reimbursement (GPC and direct reimbursement claims) from field offices to the Defense Finance and Accounting Service (DFAS) for payment.

5. The **Components** shall conduct benefit reviews as directed by ALSD. For the program outside the NCR, the Components have the responsibility to:

a. Designate approving officials to review claims and provide a list of approving officials to the Office of the Comptroller.

b. Review and approve claims submitted by eligible employees.

c. Certify disenrollment upon withdrawal of eligibility or termination of OIG employment and recoup advanced benefits.

6. **Employees** participating in the Mass Transportation Benefit Program have the responsibility to follow the procedures specified in this Instruction.

CHAPTER 2 PROGRAM INFORMATION

- A. General.** The purpose of this Chapter is to provide program information for participating OIG employees. Further site specific information is provided in subsequent chapters for employees located within the NCR and employees located outside the NCR.
- B. Employee Certification.** Employees are subject to criminal prosecution (reference (d)), fines, and/or agency disciplinary action up to and including dismissal for false, fictitious, or fraudulent certifications for program benefits.
- C. Maximum Monthly Benefit.** Effective January 1, 2008, the maximum monthly amount for the benefit is \$115. This is the maximum amount allowed by the Internal Revenue Code (reference (e)). It is subject to annual change.
- D. Tax Implications.** The program benefit is not taxable.
- E. Enrollment Effective Date.** Program benefits (transit passes or cash reimbursement) are not authorized for periods prior to program enrollment/certification.
- F. Subsidized Parking.** Employees may not possess a federally subsidized workplace parking permit with the DoD or any other Federal agency and receive program benefits at the same time.
- G. Authorized Mass Transit Expenses.** This includes expenses employees incur for mass transit and qualified van pools (Appendix B) while commuting to/from their duty location. Parking expenses are not authorized mass transit expenses. The benefits are strictly limited for use by employees based on qualifying mass transit expenses. The benefits are not to be used for leisure travel or to be sold or given to other individuals (this includes family members).
- H. Computing Monthly Expenses.** Employees shall calculate their benefit amount by multiplying their daily mass transit expenses by the projected days to be worked monthly. Employees must account for compressed schedules and/or teleworking and adjust their calculations accordingly. Employees are authorized to receive this amount, not to exceed the monthly maximum amount. Adjustments may be required. If employees request the benefit for an upcoming period, they must request a lesser amount if the “normal” monthly expenses will not be incurred due to leave, temporary duty (TDY), and/or non-use of mass transit. For van pools, normally the employee pays a flat monthly rate and this amount may be used for the monthly mass transit expense. Under this program, employees are reimbursed for authorized mass transit expenses actually incurred and are not reimbursed for reserving or holding a van seat during periods of nonuse.

1. The following **examples** illustrate required adjustments:

a. **Scheduled Absence.** An employee is scheduled to be TDY for 2 weeks in February and to take 2 weeks leave in April. This employee normally receives the maximum amount of \$330 (3 months X \$110) in transit passes for the quarterly distribution based on projected expenses (\$7 daily mass transit expenses X 21 days = \$147 per month). During the January benefit distribution for the upcoming quarter (February thru April) the employee must reduce the amount requested for February and April, since he or she will not incur \$110 in mass transit expenses due to TDY and leave.

b. **Unscheduled Absence.** This employee normally receives the maximum amount of \$330 (3 months X \$110) in transit passes for the quarterly distribution based on projected expenses (\$7 daily mass transit expenses X 21 days = \$147 per month). During the April benefit distribution for the upcoming quarter (May thru July) the employee receives \$330. After receiving the benefit distribution, the employee is notified of an upcoming TDY for 3 weeks in June. The employee must return the advanced benefit for June or make an adjustment at the next benefit distribution for the amount, in which, authorized mass transit expenses were not incurred.

c. **Not Using Mass Transit for an Extended Period.** An employee normally receives the maximum amount of \$330 (3 months X \$110) in transit passes for the quarterly distribution based on projected expenses (\$7 daily mass transit expenses X 21 days = \$147 per month). During the October benefit distribution for the upcoming quarter (November thru January) the employee receives \$330 in transit passes. For 2 weeks in December, the employee commutes to work utilizing privately-owned conveyance. The employee must return the advanced benefit for December or make an adjustment at the next benefit distribution for the amount, in which, authorized mass transit expenses were not incurred.

d. **Telework.** An employee normally receives the maximum amount of \$330 (3 months X \$110) in transit passes for the quarterly distribution based on projected expenses (\$6 daily mass transit expenses X **21 days** = \$126 per month). During the October benefit distribution for the upcoming quarter (November-January) the employee receives \$330 in transit passes. Starting in December, the employee is approved to telework 2 days per week and incurs less expenses (\$6 daily mass transit expenses X **13 days** = \$78 per month). The employee must return the advanced benefit for December and January or make an adjustment at the next benefit distribution for the amount, in which, authorized mass transit expenses were not incurred. The employee must also certify new commuting expenses and request a lesser amount based on a reduced commuting schedule.

e. **Changing Residences.** An employee normally receives the maximum amount of \$330 (3 months X \$110) in transit passes for the quarterly distribution based on projected expenses (**\$6** daily mass transit expenses X 21 days = \$126 per month). During the July benefit distribution for the upcoming quarter (August thru October) the employee receives \$330 in transit passes. At the beginning of September, the employee moves closer to work and incurs less expenses (**\$4** daily mass transit expenses X 21 days = \$84 per month).

The employee must return the advanced benefit for September and October or make an adjustment at the next benefit distribution for the amount, in which, authorized mass transit expenses were not incurred. The employee must also certify new commuting expenses and request a lesser amount based on fare reduction.

2. The examples above illustrate how the benefit is claimed on a monthly basis. If the benefit is advanced on a quarterly basis, like the examples above depict, it must be claimed for each month. Otherwise, employees must take action to promptly return advanced benefits when no benefit entitlement exists or make an adjustment at the next benefit distribution. The same principles apply if the benefit is advanced for a shorter period of time.

3. The following **example** illustrates a circumstance, in which, an adjustment is not required, despite absence. **Expenses Still Exceed Amount Requested, Despite Absence.** An employee is scheduled to take 1 of week leave in May. This employee normally receives the maximum amount of \$330 (3 months X \$110) for the quarterly distribution based on projected expenses (\$9 daily mass transit expenses X 21 days = **\$189 per month**). During the April benefit distribution for the upcoming quarter (May thru June) the employee may receive the normal amount of \$330, since he or she will still incur mass transit expenses in excess of \$110 for the month of May (\$9 daily mass transit expenses X 16 days = **\$144 per month**).

4. The previous examples in this paragraph illustrate situations employees may encounter and require their personal evaluation of their monthly benefit amount.

I. Program Withdrawal

1. Adjustments. When employees no longer qualify for the program, they must take prompt action to withdraw and return advanced benefits when no benefit entitlement exists. The following **examples** illustrate required adjustments (quarterly advance of benefits is depicted, but the same principles apply if a shorter benefit period is advanced):

a. **Subsidized Parking.** An employee normally receives the maximum amount of \$330 (3 months X \$110) in transit passes for the quarterly distribution based on projected expenses (\$7 daily mass transit expenses X 21 days = \$147 per month). During the July benefit distribution for the upcoming quarter (August thru October) the employee receives \$330 in transit passes. At the beginning of September, the employee joins a car pool and applies for a subsidized parking permit in the agency's parking lot. The employee must first withdraw from the Mass Transportation Benefit Program and return \$220 (benefit amount for September and October) in unused transit passes prior to receiving subsidized parking.

b. **Non-Use of Mass Transit.** An employee normally receives the maximum amount of \$330 (3 months X \$110) in transit passes for the quarterly distribution based on projected expenses (\$7 daily mass transit expenses X 21 days = \$147 per month). During the October benefit distribution for the upcoming quarter (November thru January) the employee receives \$330 in transit passes.

At the beginning of January, the employee starts commuting to work utilizing privately-owned conveyance. The employee must withdraw from the Mass Transportation Benefit Program and return \$110 (benefit amount for January) in unused transit passes.

2. **Out-Processing from the OIG.** During out-processing, agency officials shall ensure enrollment is terminated and recoup advanced benefits when no benefit entitlement exists. An exception to this policy is for employees in the NCR who transfer to another DoD agency within the NCR and is noted in Chap. 3, para. H. Employees with a known last duty day must not request benefits for a period of time beyond their last duty day. The following **examples** are provided for departing the OIG (quarterly advance of benefits is depicted, but the same principles apply if a shorter benefit period is advanced):

a. **Known Last Duty Day.** An employee's last duty day is scheduled to be February 16. The employee receives benefit distribution in January for the upcoming quarter (February thru April). This employee alerts the distribution clerk of his/her departure and receives one-half of his/her normal distribution for 1 month, since he or she will not be entitled to benefits after February 16 and the remaining 2 months of the quarter.

b. **Tentative Last Duty Day.** An employee plans to transfer to another job sometime in June, but the last duty day hasn't been established. The employee receives benefit distribution in April for the upcoming quarter (May thru July). The employee alerts the distribution clerk of his/her probable June departure and only receives distribution for May and June. The employee accepts a new job and the last duty day will be June 9. During out-processing, the employee returns his/her advanced transit passes for June in the amount for which authorized mass transit expenses were not incurred.

c. **Unknown Last Duty Day.** An employee normally receives the maximum amount of \$330 in transit passes for the quarterly distribution based on projected expenses (\$7 daily mass transit expenses X 21 days = \$147 per month). During the October benefit distribution for the upcoming quarter (November thru January) the employee receives \$330 in transit passes. The employee quits work and the last duty day is December 14. During out-processing, the employee returns his/her advanced transit passes for December in the amount for which authorized mass transit expenses were not incurred and all of the benefits for January.

J. Unused Transit Passes Not Available for Recoupment. If employees must return advanced benefits when no benefit entitlement exists (unused transit passes) to the OIG, but unused transit passes are not available, employees must provide restitution in the form of personal check/money order payable to the U.S. Treasury for the amount of missing transit passes.

K. Agency Verification. At the discretion of the Director, ALSD, benefit reviews may be directed to further protect OIG resources. The Components may be asked to:

1. Require employees to provide detailed breakdowns of their commute to/from work to include expenses and mass transit schedules. This information shall be compared to the employees' application and/or benefit distribution reports or payment amounts

2. Compare the employees' travel and leave records to the benefit distribution reports and/or payment amounts.

Questionable claims for benefits shall be forwarded to the employees' supervisors. See next paragraph.

L. Disciplinary Action for Employees. Employees are required to safeguard Government resources and ensure their program benefits are used only for the purpose intended. Use of program benefits for other than authorized mass transit expenses to/from work is clearly a violation of DoD policy.

1. **Improper, Fraudulent, Abusive, or Negligent Use of Program Benefits.** Supervisors, who receive information indicating that an employee has engaged in program benefit misuse, shall take appropriate action, including an investigation, if warranted, to verify the information. Upon verification of program misuse, supervisors shall initiate appropriate corrective actions, including removal in some cases. The circumstances of each individual case determine the appropriate type of corrective or disciplinary/adverse action, if any, that may be imposed. Generally, a progression of increasingly/severe penalties is appropriate from minor instances to more serious cases. In some cases, the infraction may warrant the most severe penalty for first offenses.

2. **Security Clearances.** In addition to administrative action, it may be warranted to review the security clearance of an individual when improper, fraudulent, abusive, or negligent use of program benefits is established. The agency security manager shall be notified when an employee is under investigation for program benefit misuse or abuse. Upon notification, the appropriate head (OIG, WHS, or Defense Intelligence Agency) shall make a determination to either continue the employee's security status unchanged or suspend access to classified information. Review of an employee's security clearance is not a disciplinary action and shall not be used in lieu of an appropriate disciplinary action.

CHAPTER 3 PROCEDURES WITHIN THE NATIONAL CAPITAL REGION

A. General. This Chapter applies to OIG employees permanently assigned within the NCR. Site specific information for procedures within the NCR is provided. Additional information may be found at the DoD NCR transit benefit website (link is available on the OIG intranet): <http://www.dtic.mil/ref/html/NCRTransitpass.html>.

B. Department of Transportation Transit Passes. The DoT/TRANServe issues MetroCheks to enrolled/certified employees. The employees pay for their mass transit expenses (subway, bus, and rail) with MetroCheks. MetroCheks may also be used to pay expenses for qualified van pools. The van pool must be registered with the Washington Metropolitan Area Transit Authority (WMATA). Web links for transit providers are provided on the NCR transit benefit website. MetroCheks are like cash; if they are lost or stolen, they cannot be replaced. The WMATA replaces damaged cards and a WMATA kiosk is located at the Pentagon. MetroCheks do not expire (see Appendix B).

C. Enrollment. Employees shall utilize the NCR transit benefit website provided above to enroll in the program. Enrollment procedures and guidance are detailed below:

1. If applicable, employees must surrender their federally subsidized workplace parking permit (i.e., parking permit on the Pentagon Reservation).

2. If applicable, employees must cancel their monthly parking garage permit at 400 Army Navy Drive.

3. Employees must complete a DD Form 2845, *U.S. Department of Defense (National Capital Region) Public Transportation Benefit Program Application* (Appendix D). Fax the completed form to the fax number provided on the application form.

4. Employees should allow 15 business days for processing.

5. Employees may verify enrollment status online at the NCR transit benefit website. Employees may also contact the program office by telephone or electronic mail. The website provides contact information.

6. Summer hires shall annotate “summer hire” at the top of their application.

7. The WHS recommends employees take a copy of their application form to their first distribution pick-up.

D. Benefit Distribution. The DoT/TRANServe distributes MetroCheks quarterly at 400 Army Navy Drive. Enrolled/certified employees may pick up their MetroCheks at the announced disbursement location. The ALSD communicates the distribution schedule via the OIG Intranet and electronic mail. For other distribution locations, such as the Pentagon,

employees may check the current schedule on the NCR transit benefit website. The quarterly distribution timeframe (normally the third week of the distribution month) for 400 Army Navy Drive is as follows:

1. January is the distribution month for the February-April quarter.
2. April is the distribution month for the May-July quarter.
3. July is the distribution month for the August-October quarter.
4. October is the distribution month for the November-January quarter.

E. Employee Certification. Each time an employee receives MetroCheks, he or she is certifying on the DoT/TRANServe certification form the following:

1. *I am not named on a worksite parking permit with DoD or any other Federal agency.*
2. *I am eligible for a public transportation fare benefit.*
3. *I will be using it for my regular daily commute to and/from work, and will not transfer it to anyone else.*
4. *The monthly transit benefit I am receiving does not exceed my average monthly commuting cost.*
5. *In any given month, I will not use the Government-provided transit benefit in excess of the statutory limit.*
6. *If my commuting costs per month on public transit exceed the monthly statutory limit, then I will supplement those additional costs with my own funds rather than use a Government-provided benefit designated for use in a future month.*

The program benefit is claimed on a monthly basis and advanced on a quarterly basis for administrative ease.

F. Agency Verification. The ALSD personnel compare enrollee listings and distribution reports with personnel rosters to ensure benefit recipients are eligible OIG employees. The enrollee and distribution reports are provided by WHS and DoT/TRANServe. If discrepancies are noted, corrective actions are forwarded to WHS and DoT/TRANServe. The ALSD personnel also compare 400 Army Navy Drive parking garage lists (monthly permit holders) to the distribution reports. Questionable claims for benefits shall be forwarded to the employees' supervisors.

G. Changes to Enrollment. The same form for enrollment, DD Form 2845, is used to report changes. Employees must report name changes and certify changes to monthly mass transit expenses and follow the same processing procedures for enrollment.

H. Transferring to Another Department of Defense Agency within the National Capital Region. Employees transferring to another DoD agency within the NCR and who will continue to be enrolled/certified for the program, shall complete a DD Form 2845 requesting a change. The participating agencies are listed on the back of the DD Form 2845. The form shall be completed during out-processing with ALSD. The ALSD personnel shall forward the form to WHS.

I. Program Withdrawal. During out-processing, employees enrolled in the program shall out-process with DoT/TRANServe at the Pentagon. Employees must complete a DD Form 2845 when withdrawing from the program and return advanced MetroCheks. The DoT/TRANServe collects unused MetroCheks at this time, if applicable. Employees must NOT mail their unused MetroCheks to the WHS (OIG policy). The DoT/TRANServe provides the employee documentation of the withdrawal action and recoupment of benefits, if applicable. The employee returns this documentation to the ALSD personnel, who in turn validate this action on the checkout sheet.

J. Uniformed Service Members. Uniformed Service members assigned to the OIG follow slightly different procedures than civilian employees. Program funding for Uniformed Service members comes from their respective Service branch. Uniformed Service members list their respective Service branch instead of the OIG on the application form (DD Form 2845). For out-processing, members shall follow the directions on their out-processing checklist and are not required to out-process through ALSD.

K. Funding. The Office of the Comptroller provides the WHS funding on a quarterly basis via the DD Form 448, Military Interdepartmental Purchase Request.

CHAPTER 4 PROCEDURES OUTSIDE THE NATIONAL CAPITAL REGION

A. General. This Chapter applies to OIG employees permanently assigned outside the NCR. Information for procedures outside the NCR is provided.

B. Benefit Issuance. The OIG field offices determine the process for benefit issuance. Transit passes may be purchased on a monthly basis by the field offices utilizing the GPC. The field offices in turn distribute the transit passes on a monthly basis to enrolled/certified employees. The other method is through reimbursement procedures (direct payment to the employees). For this method, enrolled/certified employees self-procure and request reimbursement for the benefit on a monthly basis.

C. Enrollment. Employees must submit a memorandum request to the approving official through their administrative support office (Appendix E). The date the approving official certifies/approves the request is the date program benefits begin.

1. The approving official for Auditing is the Audit Program Director at the field office or their designee.

2. The approving official for Defense Criminal Investigative Service is the Special Agent in Charge or the Assistant Special Agent in Charge.

D. Transit Pass Distribution. The GPC process is the primary method for purchasing transit passes. Under the GPC process, employees shall receive the monthly distribution of transit passes from their administrative support office. The transit passes shall be distributed to the employees prior to the benefit month within a reasonable timeframe. In most circumstances, distribution shall take place within 10 workdays prior to the start of the benefit month. The IG Form 34-3, *Governmentwide Commercial Purchase Card Request for Purchase of Supplies and Services*, must be completed (reference (f)).

E. Reimbursement Process

1. If the GPC process is not available, employees shall complete a SF 1164, *Claim for Reimbursement for Expenditures on Official Business*, for claiming mass transit expenses. (See Appendix F.) Reimbursement claims shall be submitted on a monthly basis. Employees must indicate the following on the SF 1164 claim:

- a. Reimbursement request under the Mass Transportation Benefit Program
- b. Start and end date for claim

- c. Type of mass transit used
- d. Expense amounts

2. Receipts. The following describes the different receipts or certification:

a. Employees may submit a claim with a used transit pass or paid van pool receipt following the end of the benefit month or after the last day of incurring expenses when withdrawing from the program.

b. Employees may submit a claim with an unused transit pass or van pool invoice within 10 workdays prior to the start of the benefit month.

c. Employees may submit a claim with a certification in lieu of a receipt(s) if the receipt(s) is lost or a receipt(s) is not provided in the normal course of business. The certification must include all the pertinent information that would be reasonably available on a receipt. Claims with a certification in lieu of receipt(s) shall be filed after the end of the benefit month or after the last day of incurring expenses when withdrawing from the program.

3. **Approving officials** shall (as applicable):

a. Review the SF 1164 claim and supporting documentation to determine if all required information has been submitted to support a claim for reimbursement.

b. Deny the SF 1164 claim if it does not meet the program requirements and provide written notification to the employee regarding the denial.

c. Approve the SF 1164 claim in block 8 and forward it to the Office of the Comptroller through the appropriate Component point of contact (POC).

F. Agency Verification. See Chap. 2, para. K.

G. Changes to Enrollment. Employees must report name changes and certify changes to monthly mass transit expenses in writing using the memorandum format in Appendix E and follow the same procedures for enrollment.

H. Withdrawing. Employees shall notify the approving official when withdrawing from the program. Employees must return advanced benefits when no benefit entitlement exists. During out-processing, the field office must take action to recoup advanced benefits. If employees make restitution with a personal check/money order payable to the U.S. Treasury, the field office submits the check/money order to the Office of the Comptroller.

I. Funding. The field offices shall identify their Mass Transportation Benefit Program requirements through their Component POC to the Office of the Comptroller. The Office of the Comptroller shall issue the funding authority to field offices through their Component (Headquarters).

**APPENDIX A
REFERENCES**

- a. Executive Order 13150, *Federal Workforce Transportation*, April 21, 2000
- b. Deputy Secretary of Defense memorandum, *Department of Defense Transportation Incentive Program*, October 13, 2000
- c. Inspector General Defense Instruction O-5305.2, *Parking Program for 400 Army Navy Drive*, November 4, 2005
- d. Section 1001 of title 18, United States Code, *Civil Penalty Action*
- e. Section 132(f) of title 26, United States Code, *Certain Fringe Benefits*
- f. Inspector General Defense Instruction 4100.33, *Government Wide Commercial Purchase Card Program*, July 21, 2003
- g. Section 162 of title 26, United States Code, *Trade or Business Expenses*
- h. Title 26, Code of Federal Regulations, Part 1.183-2, *Activity Not Engaged in for Profit Defined*

APPENDIX B DEFINITIONS

1. **MetroChek Program (NCR)**. It is a fare card voucher program provided as an employee benefit by more than 2,500 public and private employers in the Washington, DC metropolitan area, including the Federal Government. MetroCheks are accepted by more than 100 bus, rail, and vanpool commuter services in the region, including Metrorail, Maryland Rail Commuter Train Service, Virginia Rail Express, and local bus systems. MetroCheks can be used as Metrorail fare cards or as vouchers when purchasing fares for other transit services. MetroCheks are available in denominations of \$1, \$5, \$10, \$20, and \$30. The following warning is printed on each MetroChek issued to participating employees:

MetroCheks may be used or exchanged for WMATA or non-WMATA fares only by the person to whom it is validly issued. Only employers or WMATA-approved agents may issue valid MetroCheks and only directly to qualified employees. The use, sale, or exchange of MetroCheks by any other person makes the MetroChek invalid, and is therefore, illegal and subjects the person to arrest and/or prosecution.

2. **Transit Pass**. A transit pass is any pass, token, fare card, voucher, or similar items exchangeable for fare media that entitles a person to transportation (a) on mass transit facilities (whether or not publicly owned); or (b) in van pools owned and operated either by public transit authorities or by a person in the business of transporting persons for compensation or hire. The van must seat at least six adults (excluding the driver). See van pool definition below.

3. **Transportation Fringe Benefit**. A nontaxable benefit whereby the OIG provides to its employees direct reimbursement or transit passes in amounts that do not exceed personal commuting costs up to the maximum amount allowed by the Internal Revenue Code. Parking costs are not used in determining commuter costs.

4. **Van Pool Operated by a Person in the Business of Transporting Persons for Compensation or Hire**. A van pool is operated by a person in the business of transporting persons for compensation or hire when it is (a) registered with the local transit authority and eligible to receive cash vouchers applicable to that local system, or (b) when it satisfies the requirements in reference (e) and is an activity engaged for profit as that term is interpreted under reference (g). Also see reference (h) for factors relevant in determining whether an activity is engaged in “for profit.” The owner of a van pool that is not registered with the local transit authority must certify to the OIG, that his or her activity satisfies the requirements in reference (e) before any member/employee can be reimbursed for expenses incurred in connection with use of that van pool. The OIG may not provide legal advice to the van pool operators on this subject. If such an operator requires advice, the operator should consult with an attorney, accountant, etc. to determine whether he or she meets these tests.

**APPENDIX C
ACRONYMS**

ALSD	Administration and Logistics Services Directorate
DFAS	Defense Finance and Accounting Service
DoD	Department of Defense
DoT	Department of Transportation
GPC	Government Purchase Card
NCR	National Capital Region
OIG	Office of Inspector General
POC	Point of Contact
TDY	Temporary Duty
TRANServe	Transportation Services
WHS	Washington Headquarters Services
WMATA	Washington Metropolitan Area Transit Authority

APPENDIX D
DD FORM 2845, U.S. DEPARTMENT OF DEFENSE (NATIONAL CAPITAL REGION)
PUBLIC TRANSPORTATION BENEFIT PROGRAM APPLICATION

U.S. DEPARTMENT OF DEFENSE (NATIONAL CAPITAL REGION) PUBLIC TRANSPORTATION BENEFIT PROGRAM APPLICATION			
IMPORTANT: To process this application, you must select one of the following. Are you <i>(X only one)</i> :			
<input type="checkbox"/> ENROLLING	<input type="checkbox"/> WITHDRAWING	<input type="checkbox"/> MAKING A CHANGE	
<input checked="" type="checkbox"/> X here if you have been previously enrolled in the DoD NCR Program.			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: Public Law 101-509.</p> <p>PRINCIPAL PURPOSE(S): To facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of the funds involved.</p> <p>ROUTINE USE(S): This information will be matched with lists at other Federal agencies to ensure that you are not listed as a carpool or vanpool participant or a holder of any other form of vehicle worksite parking permit with DoD or any other Federal agency.</p> <p>DISCLOSURE: Voluntary; however, failure to furnish the information on this form may result in disapproval of your request for a public transit fare benefit.</p>			
INSTRUCTIONS			
<p>Step 1: Determine if you are eligible at website: http://www.dtic.mil/ref/html/NCRTransitpass.html.</p> <p>Step 2: Application must be complete and legible in order to be processed.</p> <p>Step 3: Block 1.j. - If you are a military employee working for a Defense Agency, indicate your Branch of Service as your Organization.</p> <p>Step 4: Apply - Fax your application to (703) 614-4211.</p> <p>Step 5: There is a five (5) business day processing timeframe. Check your enrollment status at website: http://www.dtic.mil/ref/html/NCRTransitpass.html.</p> <p>Step 6: For pickup locations, check http://www.dtic.mil/ref/html/PickUp-Scheduled-Distributions.html.</p>			
GENERAL INFORMATION			
<ul style="list-style-type: none"> - Benefits are administered on a quarterly basis at various NCR locations. See website for dates and locations. - The Department of Transportation (DoT) or Department of Defense (DoD) does not confirm receipt of application. - GOVERNMENT CONTRACTORS are not eligible for this program. - Parking passes MUST be turned in prior to the processing of application. 			
1. APPLICANT INFORMATION			
a. LAST NAME		b. FIRST NAME	c. MIDDLE INITIAL
d. CITY (Residence)		e. STATE	f. ZIP CODE
g. WORK TELEPHONE NUMBER <i>(Include Area Code)</i>	h. E-MAIL ADDRESS		i. LAST 4 DIGITS OF YOUR SSN
j. ORGANIZATION CODE <i>(Listed on reverse)</i>		k. LOCATION/BUILDING	
<input type="checkbox"/> OTHER <i>(if not listed, specify):</i>			
l. ARE YOU: <i>(X one only)</i>	m. ARE YOU: <i>(X one only)</i>	n. ARE YOU: <i>(X one only)</i>	o. FOR NAF EMPLOYEES ONLY <i>(X one only)</i>
<input type="checkbox"/> CIVILIAN <i>(Go to 1.p.)</i>	<input type="checkbox"/> OFFICER	<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> NAVY
<input type="checkbox"/> MILITARY	<input type="checkbox"/> ENLISTED	<input type="checkbox"/> ARMY	<input type="checkbox"/> MARINE CORPS
<input type="checkbox"/> NON-APPROPRIATED FUNDS (NAF) <i>(Go to 1.a.)</i>			
<input type="checkbox"/> RESERVIST <i>(30 days or more)</i>			
p. ARE YOU ISSUED A FEDERALLY SUBSIDIZED PARKING PASS?			
<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHERE DO YOU PARK?			
q. BEFORE APPLYING FOR THIS TRANSIT BENEFIT, DID YOU:			
<input type="checkbox"/>	<input type="checkbox"/> DRIVE TO WORK	<input type="checkbox"/> USE SOME FORM OF MASS TRANSIT	
2. MODES OF TRANSPORTATION TO BE USED TO AND FROM WORKPLACE <i>(X all that apply)</i>			
<input type="checkbox"/> METRO BUS	<input type="checkbox"/> METRO RAIL	<input type="checkbox"/> COMMUTER BUS	<input type="checkbox"/> COMMUTER TRAIN <input type="checkbox"/> VANPOOL
3. EMPLOYEE CERTIFICATION			
<p>WARNING: This certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to criminal prosecution under Title 18, United States Code, Section 1001, Civil Penalty Action, providing for administrative recoveries of up to \$10,000 per violation, and/or agency disciplinary actions up to and including dismissal.</p> <p>I certify that I am employed by the U.S. Department of Defense and am not named on a Federally subsidized workplace parking permit with DoD or any other Federal agency, or that I will relinquish my permit before or upon receiving the fare benefit.</p> <p>I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work, and will not transfer it to anyone else.</p> <p>I certify that the monthly transit benefit I am receiving does not exceed my monthly commuting costs.</p> <p>I certify that my usual (or estimated) monthly commuting costs, excluding parking, are: \$ _____ (This item must be completed.) (As a general rule, calculate your monthly commuting costs, multiply your daily costs by 21 work days per month.)</p>			
a. EMPLOYEE SIGNATURE			b. DATE SIGNED (YYYYMMDD)

**APPENDIX E
ENROLLMENT MEMORANDUM FOR EMPLOYEES
OUTSIDE THE NATIONAL CAPITAL REGION**

Date

MEMORANDUM FOR (Applicable Approving Official's Name and Office Symbol)

SUBJECT: Mass Transportation Benefit Program (Outside the National Capital Region)

I request enrollment in the OIG Mass Transportation Benefit Program and I certify the following:

1. I am employed by the OIG and I am not named on a federally subsidized workplace parking permit with DoD or any other Federal agency.
2. I am eligible for the program benefit and I shall use it for my daily commute to/from work, and I must not transfer it to anyone else. I must return advanced benefits when no benefit entitlement exists.
3. The program benefit I receive does not exceed my monthly mass transit expenses.
4. I must not use the program benefit in excess of the monthly statutory limit. If my mass transit expenses per month exceed the monthly statutory limit, I shall supplement those additional costs with my own funds, rather than use a future month benefit.
5. My usual (or estimated) monthly mass transit expense is: \$_____. **(Exclude parking)**. My mode(s) of mass transit is:_____.
6. My address from where I will commute to/from work: _____
_____.
7. I reviewed IGDINST 4500.1, *Mass Transportation Benefit Program*, and understand the program policy.
8. I understand this certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to criminal prosecution under Title 18, United States Code, Section 1001, Civil Penalty Action, providing for administrative recoveries of up to \$10,000 per violation, and/or agency actions up to and including dismissal.

Requestor's Printed Name

Requestor's Signature

Work Address

Date

DETERMINATION BY APPROVING OFFICIAL:

Approved _____
Effective Date _____

Disapproved _____
(Provide written explanation to requestor)

Approving Official's Printed Name

Approving Official's Signature

