



Civil Division Transit Subsidy Program

Policy and Procedures - Washington, D.C.

A transit benefit is an employer-provided subsidy established by Presidential Executive Order 13150 "Federal Workforce Transportation" in April 2000. The subsidy is provided pursuant to Public Law 103-172 "Federal Employees Clean Air Incentives Act" (5 U.S.C., Section 7905) with the intent to improve air quality, reduce traffic congestion, and conserve energy by encouraging employees to commute by means other than single-occupancy vehicles. The transit benefit is not taxable and does not have to be reported as income.

I. Eligibility

Any Civil Division employee (i.e., salaried, unpaid volunteer, part-time, full-time, and short-term) who uses mass public transportation to commute between home and work is eligible for this benefit (hereafter referred to as employee, applicant, recipient or commuter). Employees who receive Government-subsidized parking, including any car pool drivers or members listed on a car pool application for Government-subsidized parking, are not eligible for this benefit. Contract staff are not eligible to receive the transit benefit.

II. Application

Effective October 1, 2019, the Civil Division transit subsidy request shall be processed through a **fillable-PDF form**. This digital application is available through the existing CIVNET Intranet web page, under "Your Workplace." Applicants simply complete the required and relevant fields on the form. Once the requestor **digitally signs the form with their DOJ PIV Card**, he/she must click the **Submit** button. Then, the form automatically initiates an **email** to the Civil Division Transit Subsidy Coordinator with the electronically-signed form for review and approval. Please be sure to **SEND** the signed form to the Civil Division Transit Subsidy Coordinator.

III. Deadlines

All applications must be received by the Transit Subsidy Coordinator on or before 12:00PM ET on the 10th day of the month that precedes the month in which eligibility begins. For *SmartBenefits* recipients, applications received after the cutoff date will result in a delay of Transit benefits. See example below.

Example:

- If an application is received at or **before** 12:00PM E.T. on August 10th, eligibility will begin on September 1st.
- If an application received **after** 12:00PM E.T. on August 10th, eligibility will begin on October 1st.

This deadline is mandated by WMATA and DOT processing requirements. If MARC, VRE, Maryland Commuter Bus, or van pool services are used for commuting, the Civil Transit Office will inform the applicant of his/her eligibility date based upon DOT debit card program deadlines.



IV. Notice of Application Receipt and Approval

The Civil Division Transit Subsidy Coordinator will send an email notification to the applicant within three business days to acknowledge the receipt of his/her transit subsidy application. If an applicant does not receive email confirmation within four business days of submission, the applicant should immediately contact the Civil Division Transit Subsidy Office at 202-616-7930 or send an email to "Transit Subsidy Coordinator," as listed in the Outlook address list. The full email address is Civil.Transit.Subsidy.Coordinator@USDOJ.GOV.

Approximately two weeks after application receipt, if the application has been approved, the applicant will receive an email containing detailed instructions on where, when and how he/she can receive the initial transit benefit. If the applicant does not receive that email within two weeks after receipt date, he/she should immediately contact the transit subsidy office at 202-616-7930 or send an email to "Transit Subsidy Coordinator," as listed in the Outlook address list. The full email address is Civil.Transit.Subsidy.Coordinator@USDOJ.GOV.

V. Maximum Benefit

Effective January 1, 2019, transit subsidy recipients may receive up to \$265 per month or their actual commuting cost, whichever value is lower. In the event that an increase does occur after January 1, 2019, the Civil Division Transit Office will be accepting the recipient's recertification application and acknowledging the application as an *increase*, if applicable. The application must provide accurate documentation of commuting costs. The Civil Division's transit subsidy benefit may be applied towards the most economical route from the commuter's home to his or her office. If the commuter chooses another carrier or route for any personal reason, any additional expense must be borne by the applicant and not the Government. The benefit does not cover personal/individual travel expenses for work (e.g., gas, tolls, car maintenance, etc.). Because the transit benefit subsidizes only mass public transportation expenses, the cost of parking cannot be claimed on an application or factored in when computing monthly commuting costs. Parking is an expense associated with the use of a single-occupancy vehicle.

The transit subsidy benefit may only be used for travel costs incurred in commuting between an employee's residence and his/her designated workplace. The only exception is when an employee's normal commute involves another work-related location, and the total cost incurred in this commuting pattern is less than, or equal to, the cost of commuting to/from that employee's residence. The total amount of an employee's transit subsidy benefit cannot exceed the cost of commuting to and from his/her residence.

VI. Benefit Distribution

SmarTrip Benefits: Recipients who commute via Metro Rail, Metro Bus, DC Circulator, DASH, Ride On, Fairfax Connector, PRTC, CUE, Loudoun County Transit, or any carrier which accepts *SmarTrip* cards will receive their transit subsidy benefits via a *SmarTrip* card. *SmarTrip* is a permanent, rechargeable fare card. It is a portable plastic card (similar to a credit card) with an embedded chip that keeps track of the monetary value stored on the card. The commuter must purchase a *SmarTrip* card with his/her own funds and then provide the *SmarTrip* serial number to the Civil Division's transit subsidy office to ensure approved funds are deposited on the *SmarTrip* card.



The *SmarTrip* card must be registered with WMATA BEFORE the application is submitted to the transit subsidy office.

Register your *SmarTrip* card at www.WMATA.com under the *SmarTrip* Card section. The card must be registered in your name in order to receive and access your benefits.

Benefits are automatically loaded when you swipe your registered *SmarTrip* card at the Metro turnstile or bus farebox. See the attached FAQ for more information on *SmartBenefits* Auto-load. For details about how to use a *SmarTrip* card, visit www.WMATA.com and click on “*SmarTrip*” or call 1-888-762-7874.

MARC, VRE, Maryland Commuter Bus, and van pool riders must purchase tickets on **CommuterDirect.com**, through the *Charm* pass (MTA) application or VRE application. The Transit Office will send the applicant detailed instructions following the approval of the transit subsidy request application.

VII. Time Limits for Using Benefits

Please be aware that unused transit subsidy benefits expire at the end of each month, and are not available, nor can they be claimed or used in a different month. Unused funds revert back to Civil Division at the end of the month (i.e., there is no rollover of unused benefits to the next month). There are legal limits on the Government-subsidized transit subsidy. A commuter may not use a benefit greater than the legal maximum amount: \$265 per month. If a recipient's commuting costs exceed the monthly limit, the recipient must pay the difference with their own funds rather and may not use the Government-provided transit benefit designated for use in a future month or seek reimbursement from the Civil Division.

VIII. Reimbursements Due to Departure or Absence from the Civil Division

Transit benefit recipients are expected to contact the Transit Office when they are provided with a Departure Date. *SmartBenefits* recipients will be removed from the Transit Subsidy Program on their last physical day in the office.

MARC, VRE, Maryland Commuter Bus, and van pool riders who have received passes for future months (post-departure) should be prepared to make reimbursement by personal check or money order before departure. Please contact the transit subsidy office at 202-616-7930 or send an email to “Transit Subsidy Coordinator” (Civil.Transit.Subsidy.Coordinator@USDOJ.GOV) (for instructions on how to complete the reimbursement process).

If a transit subsidy recipient transfers to another component of the U.S. Department of Justice and their new office is located in Washington, D.C., the recipient may keep and use the remaining funds of their approved Civil Division transit subsidy benefit that were issued for the entire last month of their employment with the Civil Division. **Exceptions to this policy include:**

- If the employee's official last work day falls at the beginning of a month and the first day of the month falls on a Saturday, Sunday, or Federal Holiday, then, the recipient would not be eligible for a benefit from the Civil Division for that particular month.



- If the recipient takes leave or does not report to work for any period of time immediately prior to the official last day (Departure Date) of work for the Civil Division, the recipient would only be eligible for a benefit on the workdays they actually commute to work.

If a recipient leaves the Civil Division and transfers to another component of the U.S. Department of Justice, and their new office is located **outside** of Washington, D.C., or if a recipient changes duty station to a location outside of Washington, D.C., the recipient must reimburse the Civil Division for any benefit received for the remainder of the month of departure.

Recipients who, for any reason, do not commute to their official office for a period of four consecutive weeks or more are expected to refrain from accepting transit subsidy benefits for that period of time. This includes leave without pay, annual leave, sick leave, maternity leave, paternity leave, sabbaticals, and official travel to a location outside of Washington, D.C. Recipients who accept a transit subsidy benefit for these periods will be required to make reimbursement to the Civil Division.

IX. Events Which Require an Updated Application

Transit subsidy recipients must submit an updated application if there is a:

- Change of home address
- Change of office address (office moves, transfers, detail to another office)
- Change in commuting habits
- Change of name (all names must match on your application, *SmarTrip* card, DOJ PIV Card, and JCON email address)
- Change in work schedule (AWS, telecommuting, part-time, school/students)
- Change in commuting costs (including fare increases)

X. Lost/Stolen/Damaged *SmarTrip* Cards

SmarTrip cards that are lost, stolen, or damaged will not be replaced by the Government. Recipients must register their *SmarTrip* cards with WMATA. For more information on lost or stolen *SmarTrip* cards and instructions on how to replace your card, visit www.wmata.com and click on *SmarTrip* cards or call 202-962-5719. Once the *SmarTrip* card is replaced, the transit subsidy recipient must provide the new *SmarTrip* card serial number and last four digits of their SSN to the Civil Division's transit subsidy office so future benefits will be directed to the new card. To avoid errors, this information must be sent via email to "Transit Subsidy Coordinator." Recipients are highly encouraged to create an online *SmarTrip* account at www.wmata.com to efficiently manage their *SmarTrip* card and to track account activity and purse balances.

XI. Information

Additional information may be found by visiting the Washington Metropolitan Area Transit Authority's website at www.wmata.com or by telephone on 202-637-7000 (general information), 1-888-762-7874 (*SmarTrip*). Applicants and recipients may also contact the Civil Division's Transit Subsidy Office at Civil.Transit.Subsidy.Coordinator@USDOJ.GOV or by telephone on 202-616-7930.

REV. 8/2019



XII. Application Instructions:

To apply for a transit subsidy, carefully read and follow the detailed instructions below. All required fields must be completed, including TWO digital signatures – 1) at the end of the *Civil Division Transit Subsidy Program Policy and Procedures – Washington, D.C.* section (pg. viii of this document) and 2) the *Civil Division Application for Transit Benefit* (pg. 3 of the Application). All fields relevant to your contact/work information and commute must be completed. Incomplete or incorrect applications cannot be processed and may cause rejection or delay of eligibility and/or distribution of benefits. Under the guidelines of the Transit Subsidy Program, the subsidy is based on a commuter's actual costs, not the maximum limit of benefit. Assistance for calculating commuting costs can be found at www.wmata.com (Use the "Trip Planner" guide on the main page).

Completing the Mass Transit Expense Worksheet:

Review the worksheet and only complete the relevant sections that apply to your commute.

- **Monthly and Weekly Pass fields**

Please note, if you work in your Civil Division office five (5) days a week and commute via a transit company which offers monthly/weekly passes which are less expensive than the daily fares, please claim the monthly, rather than the daily fare. The pass amount should be documented in the "Weekly Pass Expense" or "Monthly Pass Expense" associated with the mode of transportation.

- **If you commute via Local bus.**

1. Use the *BUS TO WORK (Local)* field/rows.
2. In the corresponding *Route* field, type the route name and/or number you use.
3. In the next field to the right, under the *SERVICE PROVIDER* column, type in the name of the bus service provider.
4. In the next field to the right, under the *DAILY EXPENSE* column, type the cost of a one-way trip to work. If you use a pass, skip this box. Go to the corresponding *WEEKLY* or *MONTHLY PASS EXPENSE* box and type in the expense amount.
5. Move down to the *BUS FROM WORK (Local)* field/rows.
6. In the corresponding *Route* field, type the route name and/or number you use.
7. In the next field to the right, under the *SERVICE PROVIDER* column, type in the name of the bus service provider.
8. If you have a daily expense, type the cost of a one-way trip to work in the next field to the right, under the *DAILY EXPENSE* column. Skip this box if you entered in an amount for the corresponding *WEEKLY* or *MONTHLY PASS EXPENSE*.

- **If you commute via Metro Rail:**

1. Use the *RAIL TO WORK (Light Rail/Subway)* fields/rows.
2. In the *Start Station* field, type in the name of the rail/subway station from which you commute (i.e., the station nearest your home).
3. In the *End Station* field, type in the name of the subway station nearest your primary office.
4. Type in the name of the service provider in the field directly to the right, under the *SERVICE PROVIDER* column (e.g., WMATA).



5. In the next field to the right, under the *DAILY EXPENSE* column, type the cost of a one-way trip from the stated *Start* and *End Stations*.
6. Move to the *RAIL FROM WORK (Light Rail/Subway)* fields/rows.
7. In the *Start Station* field, type in the name of the rail/subway station from which you commute (i.e. the station nearest your primary office).
8. In the *End Station* field, type in the name of the subway station nearest your home.
9. Type in the name of the service provider in the field directly to the right, under the *SERVICE PROVIDER* column.
10. In the next field to the right, under the *DAILY EXPENSE* column, type the cost of a one-way trip from the stated *Start* and *End Stations*.

IMPORTANT: If you ride both the bus and subway, remember to deduct the transfer discount in both your morning and evening commutes. See <http://wmata.com/fares/metro rail.cfm>

- **If you commute via VRE or MARC train:**

1. Use the *COMMUTER RAIL TO WORK (Train)* fields/rows.
2. In the *Start Station* field, type in the name of the train station from which you commute (i.e., the station nearest your home).
3. In the *End Station* field, type in the name of the train station nearest your primary office.
4. Type in the name of the service provider in the field directly to the right, under the *SERVICE PROVIDER* column (e.g., VRE).
5. In the next field to the right, under the *DAILY EXPENSE* column, type the cost of a one-way trip from the stated *Start* and *End Stations*. If you use a pass, skip this box. Go to the corresponding *WEEKLY* or *MONTHLY PASS EXPENSE* box and type in the expense amount.
6. Move down to the *COMMUTER RAIL FROM WORK (Train)* fields/rows.
7. In the *Start Station* field, type in the name of the train station from which you commute (i.e., the station nearest your home).
8. In the *End Station* field, type in the name of the train station nearest your primary office.
9. Type in the name of the service provider in the field directly to the right, under the *SERVICE PROVIDER* column.
10. In the next field to the right, under the *DAILY EXPENSE* column, type the cost of a one-way trip from the stated *Start* and *End Stations*. Skip this box if you entered in an amount for the corresponding *WEEKLY* or *MONTHLY PASS EXPENSE*.

- **If you commute via Commuter/County Bus:**

1. Use the *OTHER BUS TO WORK (Commuter/County)* fields/rows.
2. In the next field to the right, under the *SERVICE PROVIDER* column, type in the name of the bus service provider (e.g., PRTC, MTA, Loudon County, etc.)
3. In the next field to the right, under the *DAILY EXPENSE* column, type the cost of a one-way trip to work. If you use a pass, skip this box. Go to the corresponding *WEEKLY* or *MONTHLY PASS EXPENSE* box and type in the expense amount.
4. Move down to the *OTHER BUS FROM WORK (Commuter/County)* field/rows.
5. In the corresponding *Route* field, type the route name and/or number you use.
6. In the next field to the right, under the *SERVICE PROVIDER* column, type in the name of the bus service provider.



7. If you have a daily expense, type the cost of a one-way trip to work in the next field to the right, under the *DAILY EXPENSE* column. Skip this box if you entered in an amount for the corresponding *WEEKLY* or *MONTHLY PASS EXPENSE*.

- The worksheet will auto-calculate your all stated daily expenses, weekly expenses, and monthly expenses to obtain individual summaries of your daily, weekly, and monthly expenses. The total daily expense is automatically calculated in the *Total Daily Expense* field. The total weekly expense is automatically calculated in the *Total Weekly Expense* field. The total monthly expense is automatically calculated in the *Total Monthly Expense* field.
- **State the number of telework days you have per week in the “# days you telework per week” field near the bottom of page 2.**
 - **Daily Expense Work Day Conversion**

If you have daily expenses, you must complete the work day conversion that applies to your work week.

1. Take the calculation from the *Total Daily Expense* field on page 2, and type it into the *DAILY COST* field associated with your work week/schedule (i.e., Eight Hour vs Nine Hour vs Ten Hour vs Less than 40-hr Work Day).
 - a. If you work less than 40-hours per week, complete the *DAILY MASS TRANSIT COST* and the *NUMBER OF DAYS WORKED PER MONTH* fields listed in the *LESS THAN 40-HOUR WORK WEEK CONVERSION* box.
2. The *TOTAL DAILY COST PER MONTH* auto-calculates.
3. Take the calculation from the *TOTAL DAILY COST PER MONTH* field and type it into the *TOTAL DAILY COST PER MONTH (if any)* field at the top of page 3.

- **Weekly Pass Expense Conversion**

If you use weekly pass(es), you must complete the *WEEKLY PASS CONVERSION* section.

1. Take the calculation from the *Total Weekly Pass Expense* field on page 2, and type it into the *WEEKLY PASS COST* field.
2. The *TOTAL WEEKLY COST PER MONTH* field auto-calculates.

- **Submitting the Grand Total**

At the top of page 3 of the Civil Division Application for Transit Benefit, the *GRAND TOTAL COST PER MONTH* is auto-calculated.

1. Take the calculation from the *GRAND TOTAL COST PER MONTH* field and re-type it into the *MY GRAND TOTAL MONTHLY MASS TRANSIT COMMUTING COSTS ROUNDED TO THE NEAREST DOLLAR* field. The entry will automatically round to the nearest dollar.
2. Click the signature field and apply your digital signature.

Application Submission: Save a copy of your application for future reference. Once the **SUBMIT** button is clicked, an email is initiated to the Civil Division Transit Coordinator with your signed application attached. Remember to click **SEND** in the email message box.



Confirmation of Receipt: The Transit Subsidy Office will send email confirmation of receipt of your application within three business days. Once your application is approved you will receive an email with information on your start date. Please notify us if you do not receive email confirmation within one week.

Questions and Information: If you have any questions, contact the Transit Subsidy Office at 202- 616-7930 or send an email to: Civil.Transit.Subsidy.Coordinator@USDOJ.GOV

PRIVACY ACT STATEMENT: This information is solicited under authority of 5 U.S.C. Section 301 and 7905. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request for a public transit subsidy benefit. The purpose of this information is to facilitate timely processing of your request to ensure your eligibility, and to prevent misuse of government funds. 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 subsidy or authorized parking with the Department of Justice or any other Federal agency.

EMPLOYEE Certification: I hereby certify that I am employed by the Department of Justice (DOJ) and am not named on a worksite parking permit with DOJ or any other Federal agency. I also certify that I am eligible for a public transportation subsidy benefit and I will be using it for my regular daily commute to and from work and will not transfer or sell it to anyone else. In addition, I certify that the monthly transit benefit I am receiving does not exceed my average monthly commuting cost (based on my workweek schedule), and that the attached Mass Transit Expense Sheet is true and accurate. If I am over age 65, a person with a qualifying disability, or am otherwise eligible for reduced fare rates, I agree to seek a reduced transit subsidy from the Department.

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 State Code, Section 1001, civil penalties, and/or agency disciplinary actions up to and including dismissal.

Pursuant to Title 28 U.S.C. Section 1746, by signing below, I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Print Name: _____
Last, First, M.I.

Electronic Signature

CIVIL DIVISION APPLICATION FOR TRANSIT BENEFIT

New Application

Modification

Recertification

Name (Last, First, M.I.)		Last 4 Digits of Social Security No.	Grade/Rank
Home Address			
Number/Street		Apartment/Condo No./Suite	
City	State	Zip Code	
Work Address			
Branch/ Office/ Staff <small>If OTHER, please specify:</small>		Remote Telework? (Check one) Yes No	
Building <small>If OTHER, please specify:</small>	Room No.	Phone Number	
MASS TRANSIT BENEFIT MODE OF COMMUTING: (Please check all that apply)			
Commuter Bus	Metro Bus	Metro-Approved Vanpool	
Commuter Train	Metro Rail		
My registered SmarTrip Card #:			
ARE YOU ELIGIBLE FOR REDUCED FARE PUBLIC TRANSPORTATION RATES? Persons who may be eligible for reduced transit fares include individuals over age 65 and individuals with a qualifying disability under rules of the applicable transit authority.			
YES			
NO			

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CIVIL DIVISION APPLICATION FOR TRANSIT BENEFIT

MASS TRANSIT EXPENSE WORKSHEET

NOTE: The Civil Division Application for Public Transit Fare Benefit requires Civil Division participants to calculate their usual mass transit commuting cost to the nearest dollar for their daily commute to work. This work sheet must be completed to receive transit subsidy benefits and will assist employees in computing their usual monthly mass transit commuting costs.

INSTRUCTIONS: Calculate your Total Monthly Mass Transit Expenses by the way you pay for your commute. List your mode of mass transportation and the amount of your daily fares or cost of your weekly or monthly pass, as applicable. Then, using the work sheet below, convert all costs to a total monthly dollar value. It is possible that an employee may have a combination of daily, weekly or monthly expenses in computing their total monthly mass transportation expenses.

REMEMBER: Parking fees are not allowed and cannot be included when computing monthly transit costs. If you are a person with a disability or senior citizen receiving reduced fare rates, you must calculate using the reduced rates you pay.

MODE OF TRANSPORTATION	SERVICE PROVIDER	DAILY EXPENSE	WEEKLY PASS EXPENSE	MONTHLY PASS EXPENSE
BUS TO WORK (Local) Route:				
BUS FROM WORK (Local) Route:				
OTHER BUS TO WORK (Commuter/County)				
OTHER BUS FROM WORK (Commuter/County)				
RAIL TO WORK (Light Rail/Subway) <i>Start Station</i> <i>End Station</i>				
RAIL FROM WORK (Light Rail/Subway) <i>Start Station</i> <i>End Station</i>				
COMMUTER RAIL TO WORK (Train) <i>Start Station</i> <i>End Station</i>				
COMMUTER RAIL FROM WORK (Train) <i>Start Station</i> <i>End Station</i>				
OTHER (Specify)	LIST MODE TO WORK			
	LIST MODE FROM WORK			
TOTAL ▶				
		<i>Total Daily Expense</i>	<i>Total Weekly Pass Expense</i>	<i>Total Monthly Pass Expense</i>

CONVERTING DAILY AND WEEKLY COST TO MONTHLY COST

40-HOUR WORKWEEK SCHEDULE CONVERSION

Type your Daily Expense into the applicable Daily Cost box according to your work day.

EIGHT HOUR WORK DAY CONVERSION			NINE HOUR WORK DAY CONVERSION			TEN HOUR WORK DAY CONVERSION		
DAILY COST	# DAYS WORKED	TOTAL DAILY COST PER MONTH	DAILY COST	#DAYS WORKED	TOTAL DAILY COST PER MONTH	DAILY COST	# DAYS WORKED	TOTAL DAILY COST PER MONTH
	X 20			X 18			X 16	
LESS THAN 40-HOUR WORK WEEK CONVERSION						WEEKLY PASS CONVERSION		
<i>Complete if you work less than 40 hours per week (Telecommuter, Part-time, etc.)</i>						WEEKLY PASS COST		# WEEKS PER MONTH
DAILY MASS TRANSIT COST		NUMBER OF DAYS WORKED PER MONTH	TOTAL DAILY COST PER MONTH					X 4
		X				TOTAL WEEKLY COST PER MONTH		
# days you telework per week ▶								

NOTE: If the scheduled number of hours you work per month changes, contact Civil.Transit.Subsidy.Coordinator@usdoj.gov

Please continue to the next page ▶

CIVIL DIVISION APPLICATION FOR TRANSIT BENEFIT

TOTAL DAILY COST PER MONTH (if any) ▶		MY GRAND TOTAL MONTHLY MASS TRANSIT COMMUTING COSTS ROUNDED TO THE NEAREST DOLLAR (Round either up or down to the nearest dollar) ▼
TOTAL WEEKLY COST PER MONTH (if any) ▶		
TOTAL MONTHLY COST PER MONTH (if any) ▶		
GRAND TOTAL COST PER MONTH ▶		

By signing this document, I declare that all information stated in this form is true and accurate.

Signature:

SUBMIT

FOR TRANSIT OFFICE USE ONLY		
REVIEWER'S COMMENTS:		
<i>Approve: The information on this form has been thoroughly reviewed and submitted for final approval. Decline: Please see the Reviewer's Comments for the reason(s) for rejection.</i>		
Printed Name: <i>(First Name Last Name)</i>	Date:	Signature:
<i>Transit Coordinator</i>		
APPROVER'S COMMENTS:		
<i>Approve: The requested amount or maximum benefit (whichever is smaller) has been approved for funding. Decline: Please see the Approver's Comments for the reason(s) for rejection.</i>		
Printed Name: <i>(First Name Last Name)</i>	Date:	Signature:
<i>Supervisory Transit Program Manager</i>		