

## Department of Justice, Civil Division Transit Subsidy Program

### ***INTERNS AND SHORT-TERM EMPLOYEES***

Welcome to the Civil Division. As an employee, you are entitled to a transit subsidy benefit. Because your period of employment with the Civil Division is limited, you will receive a one-time benefit prorated according to your end date. Short-term employees are those who work 4 months or less. Please read these guidelines carefully.

#### **Eligibility**

Eligibility in the Transit Subsidy Program is not based on your first day of work. Eligibility will begin two weeks after the Transit Subsidy Office has received a ***complete and accurate*** application. Submission of incomplete or inaccurate applications will cause a delay in your eligibility to receive benefits. You should submit your application only after you have provided all information required on the application form. Once again, remember that an incomplete or inaccurate application will delay your receipt of transit subsidy.

For assistance in completing your form, send an email to "Transit Subsidy Coordinator" or call 202-616-7930.

#### **Application**

Complete an Intern/Short-Term Employee Transit Subsidy Application (attached) and send it to the Transit Subsidy Coordinator, 1100 L Street, Room 9027. Original signatures are required; applications cannot be submitted via email or facsimile. Send an original application via tripsheet mail. The tripsheet should be attached to the *outside* of the messenger envelope--or deliver it in person to Room 9027, 1100 L Street. Incomplete or inaccurate applications may cause a delay in benefits.

#### **Address**

We need the address where you will be staying during the period of your employment with the Civil Division. We use this information to verify your commuting costs.

#### **Intern Coordinator Signature**

If you are a volunteer (i.e., unpaid) intern, your office intern coordinator must sign the form before submission. The signature indicates that the office coordinator has verified the number of days you are scheduled to work per month, as well as the projected end date of your volunteer internship.

#### **Confirmation**

After we receive your application, we will send you two email messages. The first will simply acknowledge receipt of your application. If an applicant does not receive email confirmation within two business days of submission, the applicant should immediately contact the transit subsidy office at 616-7930 or send an email to "Transit Subsidy Coordinator."

The second will confirm that your application has been reviewed and approved and will provide detailed instructions re: accessing your benefit. This message will also state the exact amount of your benefit with an explanation of how that amount was calculated.

Under no circumstances should you accept more than the amount stated in that email. If you accept a larger benefit than you are entitled to, you will have to pay back the difference later.

Please read the attached documents in their entirety. If, after reading the documents, you have a question, contact the Transit Office at 202-616-7930 or send an email to "Transit Subsidy Clerk."

### **Exit Procedures**

At least 5 days before your exit date, you must send an email to the Transit Office at "Transit Subsidy Coordinator" confirming your exit date. We will then email you clearance for your exit papers. If you exit earlier than the date you provided on your application, you should be prepared to reimburse the Civil Division for a benefit received and not used.

## ***FREQUENTLY ASKED QUESTIONS***

### ***What is a transit benefit?***

A transit benefit is an employer-provided subsidy established by Presidential Executive Order 13150 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), which is designed to improve air quality, reduce traffic congestion, and conserve energy by encouraging employees to commute by means other than single occupancy vehicles.

### ***Is the transit benefit taxable?***

The transit benefit is not taxable and does not have to be reported as income.

### ***How much will I receive?***

Effective Jan1, 2016 transit subsidy recipients may receive \$255 per month or his/her actual commuting cost, ***whichever is lower***. The application must provide documentation of commuting costs. The Civil Division's transit subsidy program is responsible for providing for 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 added expense must be borne by the commuter and not the Government. Since the transit benefit subsidizes only mass public transportation expenses, the cost of parking should not be claimed on an application or factored in when computing monthly commuting costs.

The Executive Order establishing the Transit Benefit Program allows the transit subsidy to be provided for costs incurred in commuting between an employee's residence and his/her work place. The only exception is when an employee's normal commute would involve a location

other than his/her residence, **and** the costs incurred in this commuting pattern would be less than or equal to the cost of commuting to/from that employee's residence. The total amount of an employee's benefit cannot exceed the cost of commuting to and from his/her residence.

***How will I get my benefit?***

Interns and short-term employees will add the approved amount onto their registered SmarTrip, after the Transit Office approves their application, using a credit or debit card. Reimbursement, in the form of a check, will be sent to you via interoffice mail. You will receive detailed instructions in your application approval email.

You should purchase and register a SmarTrip card immediately. For places to buy a new card, please see <http://www.wmata.com/fares/purchase/where.cfm>. To register your card, see <https://www.smartrip.com/streg/streg.entryfm>.

***What if I lose my SmarTrip card?***

SmarTrip cards that are lost or stolen will not be replaced by the Government. All SmarTrip cards must be registered, by the commuter, with WMATA. Registered SmarTrip cards can be replaced by WMATA if lost or stolen. For more information on this, visit [www.wmata.com](http://www.wmata.com) and click on SmarTrip cards or call 1-888-762-7874.

***Information***

Additional information may be found by visiting the Washington Metropolitan Area Transit Authority's website at [www.wmata.com](http://www.wmata.com) or telephone 202-637-7000 (general information), 1-888-762-7874 (SmarTrip). Applicants and recipients may also contact the Civil Division's transit subsidy office via email to "Transit Subsidy Coordinator" or call 202-616-7930.

REV. Jan 2016

## Department of Justice Civil Division Transit Subsidy Program

### ***INTERNS AND SHORT-TERM EMPLOYEES***

**Application Instructions:** To apply for a transit subsidy, carefully read and follow the detailed instructions below. Incomplete or incorrect applications cannot be processed and may cause your eligibility for a benefit to be delayed.

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 in calculating commuting costs can be found at [www.wmata.com](http://www.wmata.com). (Use the "Metro Trip Planner" guide on the main page.)

#### **YOUR COMMUTING COST CALCULATION MUST BE WRITTEN IN PENCIL ON THE BACK OF YOUR APPLICATION FORM:**

If you commute via WMATA subway and/or Metrobus—

- 1) write the **name of the subway station** from which you commute (should be the station nearest your home) and the **name of the subway station** nearest your office
- 2) write the cost of a **one-way trip** from that subway station to the station nearest your office
- 3) multiply this figure by **2** to get your daily subway cost
- 4) If you ride a Metrobus, remember to discount the cost when using a Metrorail transfer. See <http://wmata.com/fares/metrorail.cfm>
- 5) add your subway and bus (if applicable) costs together to obtain your **daily** round-trip cost
- 6) Write the amount of your **daily** round-trip cost on the front of the application. Also be sure to indicate which days of the week you are officially scheduled to work.

If you commute via MARC, VRE, commuter bus—your costs should also be documented in pencil on the back of the application form. Please note, if you commute via a transit company which offers monthly passes *which are less expensive than the daily fares*, please claim the monthly, rather than the daily, fare. This method should be documented as "*Monthly Pass = \$[fill in the blank]*" on the back of the form.

**Application Submission:** Make and keep a copy of your application form. Submit the original application via tripsheet mail. A pre-addressed tripsheet is attached; the tripsheet goes on the *outside* of the messenger envelope; do not leave your application in an outgoing mail box; instead, hand the tripsheet package directly to the mail messenger in your building. You may also submit your application in person to the transit subsidy office, Room 9027, 1100 L Street. If no one is in the office to accept the application, you must send your application via tripsheet mail. It is not recommended that you allow someone to submit your application on your behalf.



# U.S. DEPARTMENT OF JUSTICE CIVIL DIVISION TRANSIT SUBSIDY APPLICATION

INTERN  
or SHORT-TERM EMPLOYEE

Please print clearly or type. Use blue or black ink. All information requested MUST be provided.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Local Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Office** (check one):

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Appellate             | <input type="checkbox"/> Aviation & Admiralty      | <input type="checkbox"/> Constitutional Torts    | <input type="checkbox"/> Consumer                      |
| <input type="checkbox"/> Environmental Torts   | <input type="checkbox"/> Federal Programs          | <input type="checkbox"/> Financial               | <input type="checkbox"/> Foreign                       |
| <input type="checkbox"/> Fraud                 | <input type="checkbox"/> FTCA                      | <input type="checkbox"/> Immigration - Appellate | <input type="checkbox"/> Immigration - District Courts |
| <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Management Programs       | <input type="checkbox"/> National Courts         | <input type="checkbox"/> OAAG                          |
| <input type="checkbox"/> Torts - New York, NY  | <input type="checkbox"/> Torts - San Francisco, CA |  |  |

**Building** (where you work):

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> 20 Massachusetts Avenue | <input type="checkbox"/> 1100 L Street     | <input type="checkbox"/> 1425 New York Avenue   | <input type="checkbox"/> Bicentennial Building   | <input type="checkbox"/> San Francisco |
| <input type="checkbox"/> Liberty Square Building | <input type="checkbox"/> RFK Main Building | <input type="checkbox"/> Patrick Henry Building | <input type="checkbox"/> National Place Building | <input type="checkbox"/> New York City |

Work Telephone \_\_\_\_\_ Last four digits of your SSN \_\_\_\_\_

Check one:

- I am not currently a participant in the Civil Division's Transit Subsidy Program. This is the first application form I have submitted.
- I am already a participant in the Civil Division's Transit Subsidy Program. I am submitting this form to update/change my previous information.

**Volunteer Interns:**

All VOLUNTEER interns must obtain the signature of their office coordinator to verify the below information.

\_\_\_\_ #workdays scheduled per month \_\_\_\_\_ projected last day of work  
Office Coordinator's Signature \_\_\_\_\_

**Modes of transportation to be used to and from workplace.** (Check as many as applicable.)

Bus \_\_\_\_\_ Subway \_\_\_\_\_ Train \_\_\_\_\_ Van Pool \_\_\_\_\_ Light Rail \_\_\_\_\_ Ferry \_\_\_\_\_ other (Explain on back.)

Please identify the NAME of the transit company you intend to use. \_\_\_\_\_

Prior to applying for this benefit, did you commute via some form of mass transit? (Check one.) Yes \_\_\_\_\_ No \_\_\_\_\_

**Employee Certification**

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 administrative recoveries of up to \$10,000 per violation, and/or agency disciplinary actions up to and including dismissal.

I certify that I am employed by the U.S. Department of Justice, Civil Division and do not receive a transit subsidy benefit from any other Government agency. I certify that I am eligible for a transit benefit, will use it for my daily commute to and from work and will not give, sell, or transfer it to anyone else. I certify that I do not receive/use a Government-subsidized parking pass, nor am I listed as a driver or member of a car pool which receives Government-subsidized parking. I certify that in any given month, I will not use the Government-provided transit benefit in excess of the legal limit. If my commuting costs per month on public transit exceed the monthly limit, then I will supplement those additional costs with my own funds rather than use a Government-provided transit benefit designated for use in a future month. I certify that I will not accept a transit benefit, computed by month, which exceeds my monthly commuting costs (rounded up to the next highest dollar).

I certify that my usual daily commuting costs are \$ \_\_\_\_\_

I am scheduled to work the following days of the week:  
Monday Tuesday Wednesday Thursday Friday

IMPORTANT: Commuting costs MUST be documented on the reverse side of this form. See application instruction sheet for directions.

I certify that I have read and understand the eligibility requirements described above and that the information I have provided is true and correct.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Transit Subsidy Coordinator Authorization**

Transit Subsidy Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

## CIVIL DIVISION TRIPSHEET

Please fill in all blanks.

<b>Sender's Special Instructions and Deadline Information (date/time):</b>  		
P I C K U P  F R O M	Name Tina Riek	Telephone Number (202) 616-7930
	Organization Transit Subsidy	
	Address 1100 L Street	Room Number 9027
D E L I V E R T O	Name	Telephone Number
	Organization	
	Address	Room Number
*****FOR MAIL ROOM USE ONLY*****		
Messenger's Signature		
Problems with Pick-up/Delivery		
<b>Overtime Information:</b> Authorization received from		
Driver's/Messenger's signature		
No. of hours worked _____ Time mail rec'd _____ Time mail delivered _____		
Recipient's Signature (Required)		Date/Time Received (Required)