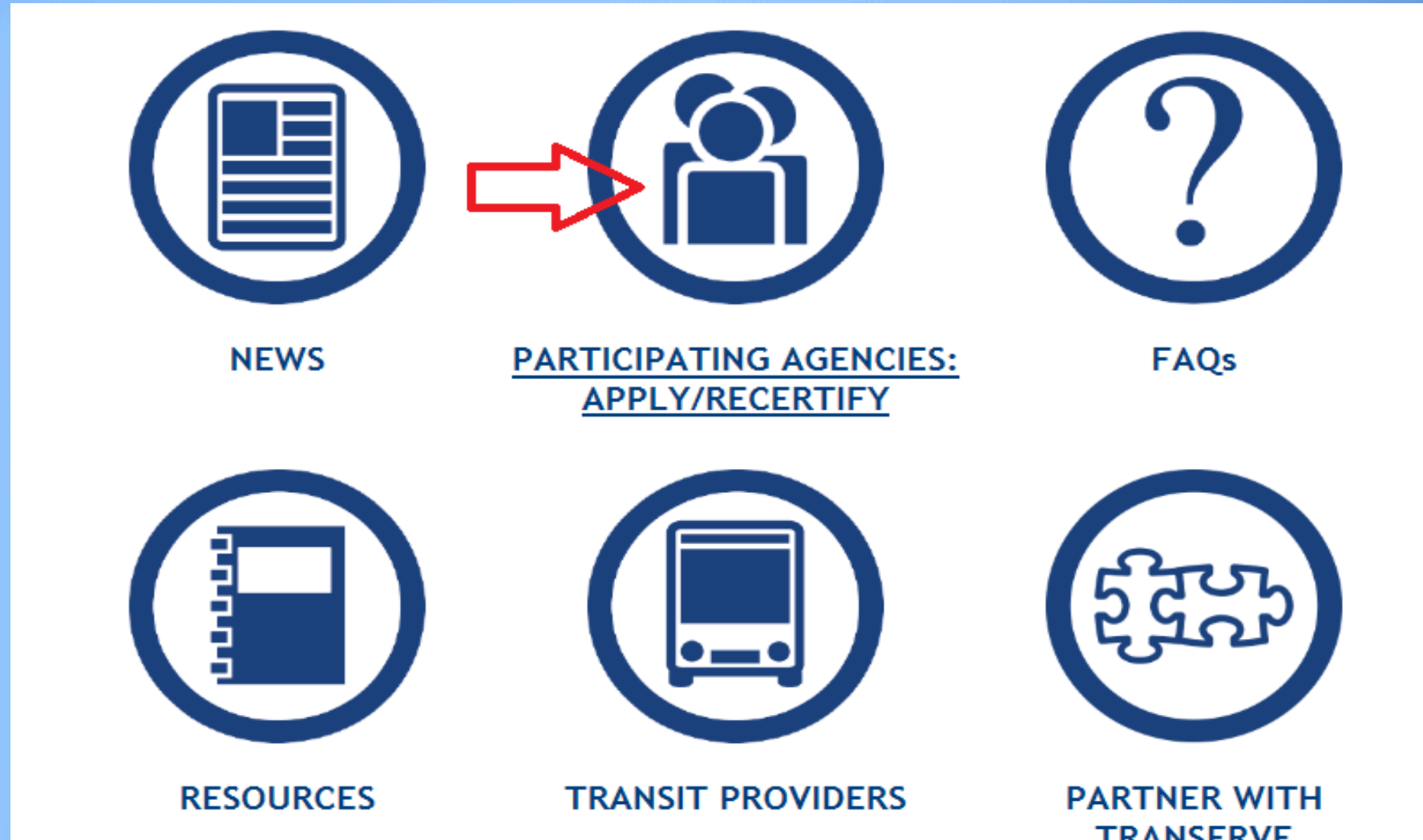




<https://www.transportation.gov/transerve/>



# TRANServe Website – Your Resource





# Your Page

- The U.S. Air Force Participants Page
  - Enables your employees to self serve
  - Centralizes Program Information
  - Portal to the Web Application...
  - <https://www.transportation.gov/transerve/>

[TRANServe Home](#)[News](#)[Active Bicycle  
Commuting](#)[Participants](#)[SafeTrack](#)[TRANServe Card](#) ▼[Resources](#) ▼[Returning Excess Funds](#)

## Participants

Federal employees committed to using mass transportation for their home to work to home commute are eligible to receive the federal transit benefit.

TRANServe supports you with simplified access to transit authority information, electronic applications, how-to instructions and other resources that encourage your use of mass transportation as your primary means of commuting from home to work. The transit benefit is a subsidy, not an entitlement. Simply stated, it can go away.

Protect your transit benefit by following a few basic rules:

- Apply using your Agency's established application process
- Spend the transit benefit to make a direct purchase through your transit authority
- Ride mass transportation for the bulk of your own home to work to home commute
- Comply with your Agency's Transit Benefit Program Policy

Always Protect Your Transit Benefit - Any month the amount you receive exceeds the amount you use, you must return the excess funds to your Agency!

Report Waste, Fraud and Abuse to your Agency Point of Contact or Inspector General Hotline

[Army Regions](#)

[STATE](#)

[Treasury - HQ](#)

[Treasury - MINT](#)

[TRE-TIGTA](#)

[US AIR FORCE](#)

[US COURTS - BALTIMORE](#)

[US DISTRICT COURTS MD](#)

[USCG](#)

[USDA](#)

[USNAVY](#)

Updated: Thursday, September 14, 2017

### Related Links

- [Apply Now](#)

### Contact Us

**TRANServe**  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
United States  
[TRANServe@dot.gov](mailto:TRANServe@dot.gov)

### Share



Home

## U.S. Air Force

[MTBP myPers Page](#)

### Required Training:

- [USAF Ethics Awareness Certification](#)
- [Transit Benefit Integrity Awareness Training](#)

### Application:

- [USAF Transit Benefit Program Enrollment/Change Application](#)

### Transit Benefit Guides:

- [USAF APPLICANT Quick Guide](#)
- [USAF APPLICANT Complete Guide](#)
- [USAF APPROVER Quick Guide](#)
- [USAF APPROVER Complete Guide](#)
- [FREQUENTLY ASKED QUESTIONS](#)



## Contact Us

TRANserve  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
United States  
[TRANServe@dot.gov](mailto:TRANServe@dot.gov)

## Share



# How Do I Access the Application System?

Go to: <https://www.transportation.gov/transerve/>

Click: Participating Agencies Apply/Recertify

Select: USAF

Click: Application System Link



**PARTICIPATING AGENCIES:  
APPLY/RECERTIFY**



# Step 1: Create An Account

Use your official federal government email address to create a User Account Profile

# Complete the Registration Form


Login

\*User Name:

\*Password:

[Log In](#) [Forgot Password?](#)

[Not registered yet?](#) [Register](#)



Click "Register"



# The first time in – Complete this simple form

Register Account Information

\*User Name:

\*First Name:


Middle Name:


\*Last Name:

\*Agency/Mode:  ▼

Agency options will show once your Government Email Address has been validated

Phone Number:





A temporary password is emailed to you at your official federal government email address.

## Login

\*User Name:

\*Password:

Log In

[Forgot Password?](#)

Not registered yet? [Register](#)

**\*\*WARNING\*\*WARNING\*\*\*\*WARNING\*\***

You are accessing a U.S. Government information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S. Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system.

**\*\*WARNING\*\*WARNING\*\*\*\*WARNING\*\***

# Create a Password

Change Password

**\*Current Password:**

**\*Create New Password:**

**\*Confirm New Password:**

**\*Create a Hint:**

# Log in

Login

\*User Name:

\*Password:

[Forgot Password?](#)

Not registered yet?


**\*\*WARNING\*\*WARNING\*\*\*\*WARNING\*\***

You are accessing a U.S. Government information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system.

**\*\*WARNING\*\*WARNING\*\*\*\*WARNING\*\***

# Select an Activity

 Transit Benefit Application

 My Account

 Change Password

## ✍️ Transit Benefit Application Worksheet

All Transit Benefit Program Applicants are required to certify the **"Total Monthly Expense"** of their Home to Work Mass Transit Commute.

**Parking fees are not eligible for the transit benefit and must not be included in "Total Monthly Expense".**

Instructions: To calculate your **"Total Monthly Expense"**

- a. Select your transportation method(s)
- b. Enter the following information in the "To Work" and "From Work" row(s) of each transportation method:
  - i. Name of Company for your method of transportation (Metro, BART, Subway)
  - ii. Daily or Monthly Expense
  - iii. Number of days you routinely work in a month
- c. If you purchase a Monthly pass, divide the price of the pass by 2, and enter the information in the Monthly Expense column.
- d. The Total Monthly Expense value automatically populates

\*Reason for Certification:

New Transit Benefit Participant



\*I have completed the required Transit Benefit Integrity training for my Agency 

Civilian/Military: 

CIVILIAN

Work Status:

Full Time

Always follow your Agency work schedule policy for specific guidance on the Days per Month entry.

Defined work schedule examples:

- If you work a Basic schedule of 8-hours per day, the average amount of 20 Days can be entered into the Days per Month column
- If you work a Flex Schedule of 9-hours per day, the average amount of 18 Days can be entered into the Days per Month column
- If you work a Compressed schedule of 10-hour days, the average amount of 16 Days can be entered into the Days per Month column
- If you telecommute or work part time, enter the number of days you actually commute to/from work.

\*Select your transportation methods:

Bus Other Bus Rail Other Method Vanpool

Bus to Work:	<input type="text" value="METRO"/> Name of Company	\$ <input type="text" value="3.65"/> Daily Expense	<input type="text" value="18"/> Days per Month	\$ <input type="text" value="65.70"/> Monthly Expense
--------------	---	---	---	--

Bus from Work:	<input type="text" value="METRO"/> Name of Company	\$ <input type="text" value="3.15"/> Daily Expense	<input type="text" value="18"/> Days per Month	\$ <input type="text" value="56.70"/> Monthly Expense
----------------	---	---	---	--

Rail to Work:	<input type="text" value="METRO"/> Name of Company	\$ <input type="text" value="1.70"/> Daily Expense	<input type="text" value="18"/> Days per Month	\$ <input type="text" value="30.60"/> Monthly Expense
---------------	---	---	---	--

Rail from Work:	<input type="text" value="METRO"/> Name of Company	\$ <input type="text" value="2.20"/> Daily Expense	<input type="text" value="18"/> Days per Month	\$ <input type="text" value="39.60"/> Monthly Expense
-----------------	---	---	---	--

Every Transit Benefit Program Participant is responsible to adjust the amount of their transit benefit each

Total Monthly Expense: \$





\*Identifier: ⓘ

Name: (Last) (First) (Middle)

Email Address:  \*Work Phone: ⓘ

Common Identifier: ⓘ

Department of

\*Select Your Agency: ⓘ

\*Region: ⓘ

\*Base name: ⓘ

Click for HELP

Populates from Select Your Agency

Please select Base name

I certify that my usual **monthly Transit commuting costs** are: ⓘ

\$ 192.60

This field is automatically calculated

Work Information



What do I enter here? (USAF-REG-ACTIVE) ✕

This is your employer.

Close

What do I enter here? (USAF-REG-ACTIVE) ✕

Select your base/location/installation

Close

## Approver Information

\*Supervisor: ⓘ

 Select...

Click the Select button to select Supervisor

\*POC/2nd Approver: ⓘ

 Select...

Click the Select button to select POC/2nd Approver

\*Point of Contact: ⓘ

 Select...

Click the Select button to select Point of Contact

Manager Phone: ⓘ

\*SmartTrip Card Number: ⓘ

**N/A Unless in the DC**

Comment for Agency Approvers: ⓘ

**area**

You have 1995 characters remaining

Continue...

Cancel

Home

Transit Application


Approval Section ▾

Utilities ▾

Admin ▾

## Parking and Transit Benefit Public Website Version v 3.0

 Transit Benefit Application

 Approval Section





 My Account

 Change Password

- Pending Supervisor
- Pending POC/2nd Approver
- Pending Program Admin
- Approved Records
- Disapproved Records
- Completed Records

Application **148** POC/2nd Approver

Admin	Request Date	Type	Name
<input type="text"/>	<input data-bbox="930 578 1121 664" type="text" value="Type to filter..."/>	<input data-bbox="1146 578 1363 664" type="text" value="Type to filter..."/>	<input data-bbox="1388 578 1707 664" type="text" value="Type to filter..."/>

	USAF-REG-ACTIVE	ROBINS AFB	02/23/2018	New Transit Benefit Participant	<input type="button" value="Approve"/>	<input type="button" value="Disapprove"/>	<input type="button" value="X Delete"/>
	USAF-REG-ACTIVE	ROBINS AFB	02/26/2018	New Transit Benefit Participant	<input type="button" value="Approve"/>	<input type="button" value="Disapprove"/>	<input type="button" value="X Delete"/>
	USAF-REG-ACTIVE	ROBINS AFB	03/01/2018	New Transit Benefit Participant	<input type="button" value="Approve"/>	<input type="button" value="Disapprove"/>	<input type="button" value="X Delete"/>
	USAF-REG-ACTIVE	LA AFB EL SEGUNDO	03/16/2018	Rate Change	<input type="button" value="Approve"/>	<input type="button" value="Disapprove"/>	<input type="button" value="X Delete"/>



Home

Transit Application

Approval Section ▾

Utilities ▾

Admin ▾

Approve

Disapprove

Cancel

Reason:

Certify/Enroll (PARKER DUNPHY)

Status: Certification Pending (Approving Official)

Always follow your Agency work schedule policy for specific guidance on the Days per Month entry.

Defined work schedule examples:

- If you work a Basic schedule of 8-hours per day, the average amount of 20 Days can be entered into the Days per Month column
- If you work a Flex Schedule of 9-hours per day, the average amount of 18 Days can be entered into the Days per Month column
- If you work a Compressed schedule of 10-hour days, the average amount of 16 Days can be entered into the Days per Month column
- If you telecommute or work part time, enter the number of days you actually commute to/from work.

<b>Bus to Work:</b>	MBTA	\$1.00	10	\$10.00
	<i>Name of Company</i>	<i>Daily Expense</i>	<i>Days per Month</i>	<i>Monthly Expense</i>

<b>Bus from Work:</b>	MBTA	\$1.00	10	\$10.00
	<i>Name of Company</i>	<i>Daily Expense</i>	<i>Days per Month</i>	<i>Monthly Expense</i>

**Every Transit Benefit Program Participant is responsible to adjust the amount of their transit benefit each month to reflect the actual cost of their home to work commute.**

**Total Monthly Expense:** \$20.00

 Transit Benefit Program Application

**Smart Benefits Program:** NO

**Identifier:** \*\*\*\*

**Name:** DUNPHY PARKER T.  
(Last) (First) (Middle)

**Email Address:** parker.dunphy@ssa.gov

**Work Phone:** (123) 456-7890

**Common Identifier:** SSA TRANSIT

**Work Zip Code:** TESTING





I certify that my usual **monthly Transit commuting costs** are: **\$237.2**



**Work Information**

**Work Address:** 1234 Ocean Parkway

**Work City:** Oklahoma City

**Work State:** OK

**Work Zip:** 12345

**Residence Information**

**Address:** 98765 Beech Drive

**City:** Suburban

**State:** OK

**Zip:** 12347

## Approver Information

Approving Official:

Name

Manager/Fund Certifier:

Name

Point of Contact:

Name

Manager Phone:

123-456-7890

SmartTrip Card Number:

NA

Comment for Agency Approvers:

Where do I enter my Parking Fees?





Approve

Disapprove

Cancel

Reason:

Correct Supervisor

Certify/Enroll (PARKER DUNPHY)

Status: Certification Pending (Approving Official)



Approve Disapprove Cancel

Reason:

Approve Disapprove Cancel

Delete



U.S. AIR FORCE

Home

Transit Application

Approval Section ▾

Utilities ▾

Admin ▾

Find Co

*Pending Supervisor*

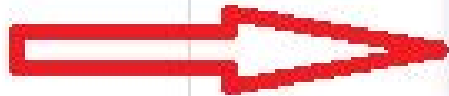
*Pending POC/2nd Approver*

*Pending Program Admin*

*Approved Records*

*Disapproved Records*

*Completed Records*



Agency/Mode:

Pending Transit Application 12

Completed

Mode

Admin

Request Date

Type

Name

Type to filter...

Type to filter...

Type to filter...

Type to filter...

Type to filter...

  View

USAF-REG-ACTIVE

LA AFB EL SEGUNDO

10/29/2017

Annual  
Certification/Recertification

[REDACTED]

 View

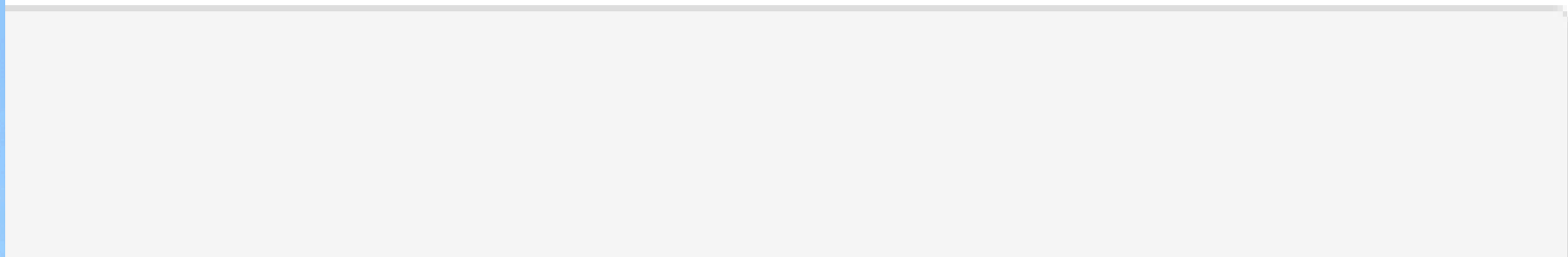
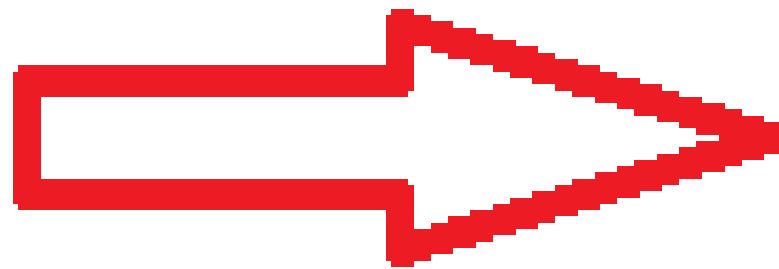
USAF-REG-ACTIVE

HILL AFB

11/03/2017

Annual  
Certification/Recertification

[REDACTED]



# Review Application History

Application History [3924] ×

Action Date	Action	Action By
03/02/2016 10:39:45AM	Annual Certification/Recertification Request sent to Manager/Fund Certifier	Cheri Johnson
03/02/2016 08:18:45AM	Annual Certification/Recertification Entered	Parker Dunphy





 Transit Benefit Application

 Approval Section

 My Account

 Change Password

### SUPERVISOR Proxy

(not selected)

Add >>

(selected)

<< Remove

Users who have you as proxy: N/A

### MANAGER Proxy

(not selected)

Add >>

(selected)

<< Remove

Users who have you as proxy: N/A

Update

Reset

Cancel

For new applications,  
recertification, application  
changes, User Guides &  
this Training, always refer  
to the TRANServe website



**PARTICIPATING AGENCIES:  
APPLY/RECERTIFY**

<https://www.transportation.gov/transerve>



# It's Time For You To Register !

1. Open a browser
2. Go to: <https://www.transportation.gov/transerve>
3. Click: [PARTICIPATING AGENCIES: APPLY/RECERTIFY](#)
4. Scroll down to "USAF"
5. Click : Transit Benefit Program Enrollment/Change Application
6. Click" Register