

From: [Human Resources](#)
To: [Human Resources](#)
Subject: FCC Transit Subsidy Program - Important Information
Date: Monday, April 8, 2024 4:34:31 PM
Attachments: [DOT_TRANServe Registration Process.pdf](#)

The FCC's transit subsidy program provides mass commuter transportation (e.g., commuter rail, metro, bus) benefits to the extent authorized by law, to offset commuting costs, reduce air pollution and alleviate traffic congestion. This email provides reminders and instruction concerning the FCC's Transit Subsidy Program for 2024.

Transit Subsidy Increase. In response to a statutory transit benefit limit increase, the FCC is pleased to announce the agency's transit subsidy has been raised to **\$315/month**. Employees seeking to review, raise, or lower their monthly subsidy may do so on the TRANServe website (<https://www.transportation.gov/transerve/participants/create-loggingov-account-link-transerve-0>). Please note that, in accessing the updated DOT TRANServe system, you may be prompted to sign in using <https://login.gov/>. If you previously had an account on TRANServe with a username/password that does not correspond with a current login.gov account, then you can create a new login.gov account specifically for the TRANServe system, using your FCC email address, at the following link: https://secure.login.gov/sign_up/enter_email.

The attached document titled "DOT TRANServe Registration Process" outlines how to apply for or update transit benefits. Please read it carefully, as it contains important information, including related to WMATA's phasing out of SmartTrip cards that were issued prior to 2012 and how to update to a new SmartTrip card if you are impacted by this change. If you have any questions or need assistance completing your registration or submitting your application, please contact Vaughn West, Administrative Service Center (ASC), at 202-418-0330 or Vaughn.West.CTR@fcc.gov.

2024 Telework Agreements and Transit Subsidy. Because FCC telework agreements have been updated for calendar year 2024, OMD recognizes commuting schedules may have changed due to changes in telework and in-office schedules. **No later than April 30, 2024**, employees who use, or anticipate using, transit benefits must log in to their TRANServe accounts to review and adjust their benefits as appropriate to reflect their current in-office schedule so that the transit benefits allotted each month accurately subsidize their actual or reasonably anticipated commuting schedules.

Long-Distance Home-to-Work Travel is Ineligible for Transit Benefits. The FCC's Transit Subsidy program is limited to supporting commuter travel costs (e.g., metro, bus, commuter rail), provided that the transportation: (1) is directly between the employee's residence and official duty station, with no intervening stay elsewhere; (2) is the type of regular or frequent roundtrip travel between home and work that could reasonably be expected to occur on a daily basis, even if it does not actually occur every workday; and (3) involves a transit pass as defined by 26 USC § 132(f)(5). Long-distance transit costs (e.g., Amtrak) for home-to-work travel are not eligible under the FCC Transit Subsidy program. For example, an employee who commutes to FCC Headquarters may not receive a subsidy if that employee commutes via Amtrak from New York Penn Station.

Potential Reimbursement for Past Transit Costs. FCC Employees may be eligible for retroactive transit subsidies as follows:

- **January 1, 2024 to Present.** Employees enrolled in the Transit Benefit Program whose actual transit costs exceeded \$285, the previous IRS limit, are eligible to be reimbursed for those costs up to the applicable \$315 retroactive maximum back to January 1, 2024, the date increase became effective.
- **January 1, 2023 to December 31, 2023** Employees whose actual transit costs were above \$285 but below \$300, the IRS limit prior to January 1, 2024, are eligible to be reimbursed for those costs up to the applicable \$300 retroactive maximum back to January 1, 2023, the date increase from \$285 became effective. The FCC is offering this option because the applicable maximum IRS limit (\$300) was not made available during this time frame.

In order to apply for reimbursement, you must email Vaughn West, ASC, within 45 days of issuance of this notice and complete/submit the Claim for Reimbursement for Expenditures on Official Business Form, available at:

<https://intranet.fcc.gov/docs/omd/itc/emagazine/forms/a-1164-expenditure-reimbursement.pdf>

The FCC Administrative Operations Office appreciates your participation in the FCC Transit Program and your attention to updating your TRANServe account. If you have questions, please contact Vaughn West@fcc.gov or 202-418-0330.