

## Transit Subsidy Frequently Asked Questions



**Q-1: Who is eligible for a transit subsidy?**

**A-1:** Full- and part-time Federal employees, volunteers and students who commute via Commuter Bus, Metro transit, MARC train, Vanpool, and VRE

**Q-2: Am I eligible for a transit subsidy if I am a teleworker?**

**A-2:** Yes

**Q-3: Am I eligible for a transit subsidy if I work an AWS schedule?**

**A-3:** Yes, you are eligible for \$255 or actual expenses, whichever is lower. An 8-hour schedule is eligible for expenses for 20 commuting days per month; 5-4-9 schedule, 18 commuting days per month; and a 4-10 schedule, 16 commuting days per month.

**Q-4: Am I eligible for a transit subsidy if I am a contractor?**

**A-4:** No

**Q-5: Am I eligible for a transit subsidy if I am in a carpool?**

**A-5:** Beneficiaries of the transit subsidy cannot participate in the parking subsidy (carpool) program.

**Q-6: How do I apply for the transit subsidy?**

**A-6:** You must (1) complete an [Application for Transit Subsidy Benefit](#) (ITC intranet/Forms) and a [Trip Planner](#) ([www.wmata.com](http://www.wmata.com)); (2) have your first line supervisor sign the Application for Transit Subsidy Benefit; and (3) submit both forms to the Transit Subsidy Benefit Manager.

**Q-7: When does my transit subsidy begin?**

**A-7:** If you submit your applications before the 15<sup>th</sup> of the month, your transit subsidy will begin on the first day of the following month. If you submit your application after the 15<sup>th</sup> of the month, your transit subsidy will begin on the first day of the second month following the date the application was submitted.

<i>Date submitted</i>	<i>Month received</i>
3/13/2017	April
3/16/2017	May

**Q-8: I took a few days of leave this month. What do I do about the unused transit subsidy funds at the end of the month?**

**A-8:** At the end of the month, unused transit subsidy funds are automatically returned to the agency.

**Q-9: I miscalculated my commuting costs. What should I do with the excess funds on my SmarTrip® card at the end of the month?**

**A-9:** You must submit a new application with the correct monthly amount to the Transit Subsidy Benefit Manager. The excess funds on your SmarTrip® card are automatically returned to the agency.

***Q-10: What should I do if I lose my SmarTrip® card?***

**A-10:** You must contact the Transit Subsidy Benefit Manager as soon as possible. The Transit Subsidy Benefit Manager will deactivate the lost card and issue you a new card. If the card is registered in your name, you must call SmartBenefits at 202-962-1326 and inform them of the lost or stolen card.

You must take reasonable care of your ITC issued SmarTrip® card. Depending on the facts and circumstances, the loss, damage, or destruction of the card could be an administrative offense resulting in disciplinary or adverse actions. If you lose, damage or destroy more than one agency provided SmarTrip® card, you must use your personal funds to replace the card.

***Q-11: Can I put money on my ITC issued SmarTrip® card for my personal travel?***

**A-11:** No, you should obtain a second SmarTrip® card for personal travel.

***Q-12: Can I pay for parking at Metro stations with the transit subsidy?***

**A-12:** No

***Q-13: I recently moved. Do I have to inform you of my change of address?***

**A-13:** Yes, you must notify the Transit Subsidy Benefit Manager of any changes to your commute. You must fill out a new [Application for Transit Subsidy Benefit](#) and [Trip Planner](#).

***Q-14: I changed my commute. Do I have to inform you of the change?***

**A-14:** Yes, you should notify the Transit Subsidy Benefit Manager of any changes in your commute or work schedule.

***Q-15: I used my personal SmarTrip® card instead of my ITC issued SmarTrip® card. Can I be reimbursed?***

**A-15:** No