

TRANSIT BENEFIT BICYCLE PROGRAM

1. **REASON FOR ISSUE:** To establish policy, responsibilities, and management direction for the Transit Benefit Bicycle Program.
2. **SUMMARY OF CONTENTS:** This directive contains the policy and responsibilities specific to the Transit Benefit Bicycle Program for the Department of Veterans Affairs (VA).
3. **RESPONSIBLE OFFICE:** The Office of Human Resources and Administration (006), and the Office of Administration (03).
4. **RELATED HANDBOOK:** VA Handbook 0634, Transit Benefit Bicycle Program.
5. **RESCISSION:** None.

CERTIFIED BY:

**BY DIRECTION OF THE
SECRETARY OF VETERANS AFFAIRS:**

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1. **PURPOSE.** This directive establishes the guidelines and procedures for the Transit Benefit Bicycle Program (TBBP) for the Department of Veterans Affairs. The TBBP provides a simple, equitable solution for cyclist to receive a qualified transportation benefit similar to the benefit provided to employees who take public transit to and from work. The TBBP provides a non-taxable qualified bicycle commuting reimbursement designed to encourage employees to use non-motorized bicycles in their daily commute to and from work in order to reduce air pollution, noise, and traffic congestion in metropolitan areas.

2. **POLICY**

a. The TBBP is available to all qualified VA employees (see VA Handbook 0634 paragraph 5e).

b. VA will provide a qualified bicycle commuting subsidy toward reasonable bicycle expenses to participants regularly using a non-motorized bicycle for a substantial (50% or greater) portion of travel between their residence and the worksite.

b. Employees will be reimbursed up to \$20 per month, not to exceed a maximum of \$240 per calendar year, toward bicycle commuting expenses. Employees may claim reimbursement for an item that costs more than \$20 only in the calendar year of purchase.

c. Bicycle commuting expenses may include the purchase of a commuter bicycle, commuting gear (helmet, gloves), bike lock, bike parking/storage, bike upgrades (lights, racks), repairs and general maintenance.

d. The benefit will be provided twice per year. The only exception will be when the employee is leaving VA and must apply for reimbursement off schedule.

e. Employees will be reimbursed up to the maximum subsidy allowed per month for out of pocket bicycle commuting expenses through the VA Transit Benefit Bicycle Self-Certification Form and Reimbursement Voucher (VA Form 0724b) process.

f. Employees are not eligible for other transportation benefits (e.g., transit pass, transportation in a commuter highway vehicle, or qualified parking benefits) during the months bicycle commuting benefits are received.

g. Employees may not claim the benefit for months when traveling by bicycle is less than 50 percent of the time between their residence and the worksite.

h. Facility Directors have the authority to disqualify any employee from the TBBP determined by investigation to have abused or misused the benefits. Violations of this policy may be grounds for suspension, or revocation of the benefit and disciplinary action. Disciplinary penalties could range from a letter of admonishment to removal from Federal service.

i. VA Organizations and field facilities will implement an effective system of internal controls over TBBP activities to safeguard against false claim, waste, fraud, abuse, mismanagement or misappropriation of government funds. Organizations will adhere to the established procedures promulgated by VA Handbook 0634 which are designed to achieve the objectives of VA's internal control processes and procedures.

3. RESPONSIBILITIES

a. The Office of Human Resources and Administration (HR&A) has overall responsibility for the VA TBB Program.

b. **Transit Benefit Program Director.** Within HR&A, the Office of Administration (O/A) will issue departmental policy under the TBP Director. The TBP Director will have the lead responsibility for implementing TBBP policy and will have oversight of the nationwide program. The TBP Director is authorized to exclude any employee from the TBB program determined by investigation to have abused or misused benefits.

c. **Organizational Transit Managers.** VACO organizations will establish VACO Organizational Transit Managers and alternate Transit Manager who will have overall responsibility for communication, coordination, and management of their respective organization's nationwide TBBP. Organizational Transit Managers will review, certify, and submit self-certification forms for VA Central Office (VACO) employees, and follow procedures outlined for self-certification reimbursement. The O/A Program Director will provide guidance and serve as the point of contact for VACO Organizational Transit Managers on national TBB Program questions or issues.

d. **Field Transit Managers.** Each participating field facility will designate a Field Transit Manager and alternate Transit Manager who will have overall responsibility to oversee program administration, coordination, and benefits processing at their field facility. Field Transit Managers will review, certify, and submit self-certification forms, and follow procedures outlined for self-certification reimbursement. Transit Managers will direct questions or issues through their VACO organizational Transit Manager.

4. REFERENCES

- a. Executive Order No. 13150, Federal Workforce Transportation
- b. Federal Clean Air Incentive Act (FECAIA Pub.L.103-172)
- c. Financial Policies and Procedures for the Transit Benefit Program
- d. IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits (2010)
- e. Title 26 - Internal Revenue Code Section 132