

Financial Policies and Procedures
Transit Benefit and Bicycle Benefit Programs

CHAPTER 1

0101 OVERVIEW	2
0102 POLICIES	2
0103 AUTHORITY AND REFERENCES	4
0104 ROLES AND RESPONSIBILITIES	5
0105 PROCEDURES	6
0106 DEFINITIONS.....	11
0107 RESCISSIONS.....	12
0108 QUESTIONS	12
0109 REVISIONS.....	12
APPENDIX A: SELF-CERTIFICATION REIMBURSEMENTS	14
APPENDIX B: CODING INSTRUCTIONS FOR PAID	16

0101 OVERVIEW

This chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures relating to VA's nationwide Transit Benefit Program (TBP) and Transit Benefit Bicycle Program (TBBP). As a part of a national initiative to improve air quality and to reduce noise and traffic congestion in metropolitan areas, the Federal Employees Clean Air Incentives Act of 1993 (5 U.S.C. 7905) authorized each Federal agency to establish a program to encourage Federal employees to participate in the TBP. Executive Order 13150, *Federal Workforce Transportation*, sought to reduce Federal employees' contribution to traffic congestion and air pollution.

VA encourages its employees to use public mass transportation or non-motorized bicycles in their daily commute to and/or from work in order to reduce traffic congestion and air pollution and to expand their commuting alternatives. The amount of TBP/TBBP subsidy authorized to qualified VA employees is based on an employee's monthly public transit commuting costs or reasonable bicycle expenses. Refer to [VA Directive and Handbooks, 0633, Transit Benefit Program](#), and [0634, Transit Benefit Bicycle Program](#), for detailed information on requirements and participation.

0102 POLICIES

010201 PROGRAM ACCEPTANCE REQUIREMENTS.

A. Prior to participation in the public transit benefit, VA employees will complete [VA Form 0722, Application for Public Transit Fare Benefit](#)¹, and submit the form to their Transit Manager. The application form contains a certification statement and becomes the employee's contract with the Federal Government.

B. The bicycle benefit program does not have a formal acceptance requirement; however, [VA Form 0724b, VA Transit Benefit Bicycle Self-Certification Form and Reimbursement Voucher](#)¹, contains a certification section the employee is required to sign that certifies they are eligible to accept reimbursement under the TBBP.

010202 INTERNAL CONTROLS FOR PROGRAM ADMINISTRATION. VA organizations and stations will implement an effective system of internal controls over TBP/TBBP activities to safeguard against waste, fraud, abuse, mismanagement or misappropriation of Government funds. Organizations will adhere to the procedures established in [VA Directive 0633, Transit Benefit Program](#), and [0634, Transit Benefit Bicycle Program](#), designed to achieve the objectives of VA's internal control processes and procedures.

010203 PROGRAM REIMBURSEMENTS. Reimbursement depends upon the type of transit media fare and mode of transportation. Refer to [VA Handbook, 0633, Transit](#)

¹ Only accessible within VA.

[Benefit Program; VA Handbook 0634, Transit Benefit Bicycle Program; Section 010503 TBP/TBBP Self-Certification and Reimbursement; and Appendix A, Self-Certification Requirements](#) for additional requirements and details. VA employees may **not** receive transit benefit and transit bicycle benefit for the same month. Retroactive reimbursement will not be granted for TBP expenses paid prior to applying for the transit benefit program or for expenses more than three months in arrears from the date of program acceptance (Form 0722).

A. Transit Benefit Program - Transit Media Fare Distributed by the Department of Transportation (DOT). Employees will receive their subsidy in the form of media fare, i.e., direct subsidy, if DOT informs VA's Office of Administration (O/A) that it is available in the employee's area. All eligible VA employees may receive the lesser of their monthly commuting cost or the maximum amount allowable by the Internal Revenue Service (IRS).²

B. Transit Benefit Program - Self Certification (Transit media fare is **not** distributed by DOT **or** the monthly benefit cost cannot be accurately calculated in advance.) In areas where transit media is not available, VA employees with qualified modes of transportation may participate in the program through a self-certification and reimbursement process. To receive reimbursement, the participant will provide receipts along with a completed VA Form 0724a, *Transit Benefit Self-Certification Form and Reimbursement Voucher*, as proof of their monthly mass transit expenses to the respective transit manager or field transit manager. They may be reimbursed up to the maximum subsidy amount allowed.

C. Transit Benefit Bicycle Program Reimbursements. VA employees may participate in the program through a self-certification and reimbursement process. To receive reimbursement, the employee will follow [VA Handbook 0634, Transit Benefit Bicycle Program](#), and submit VA Form 0724b, *Transit Benefit Bicycle Self-Certification Form and Reimbursement Voucher*, to the respective transit manager or field transit manager. While participating in the bicycle program, employees may not receive additional transportation subsidy for mass transit in the same month. [VA Handbook 0634, Appendix A, Frequently Asked Questions](#), contains additional assistance.

010204 TRANSIT BENEFIT PAYROLL POLICIES. Although transit benefit subsidies are excluded from wages up to a maximum amount set by the IRS, VA will maintain transit benefit information in the Personnel and Accounting Integrated Data (PAID) system.³ VA will maintain a master list of VA's TBP participants and the amounts of their subsidies in PAID. Bicycle benefits are not maintained in PAID.

010205 ACCOUNTING POLICIES. VA will pay the TBP costs upon the receipt of a monthly bill from DOT and will use the cost data furnished by DOT along with the bill to segregate TBP costs among the Veterans Health Administration (VHA) and other

² Refer to the [Internal Revenue Service website](#) for more information.

³ PAID is the current payroll system used by VA to integrate personnel actions and reports with the centralized general ledger and cost accounting system where they relate to personnel services.

offices.⁴ The VA Financial Services Center will record the expenses against obligations. If problems exist with the bill, VA will advise DOT so billing statements may be appropriately adjusted. TBP - Self Certification and TBBP will be paid by electronic funds transfer (EFT) directly to the VA employee.

010206 PROGRAM SEPARATION REQUIREMENTS. Refer to [VA Handbook 0633, Transit Benefit Program](#), for additional guidance and procedures. The bicycle benefit does not have a formal program separation requirement.

A. Upon termination of VA employment, employees who participate in the TBP distributed by DOT will return their unused fare media to their Transit Manager along with the clearance form, [VA Form 3248, Employee's Clearance from Indebtedness](#),⁵ to document the return. When an employee does not return unused fare media or pay for the fare media, VA's finance activity may initiate debt collection procedures, including salary offset, to recover any unused fare media value owed to the TBP. Refer to [VA Handbook 0633, Transit Benefit Program](#), and [OFP Volume XII, Debt Management](#), for additional procedures when employees do not return unused media fare.

B. Employees who otherwise terminate participation in the TBP, to include the Self Certification reimbursement, will complete VA Form 0722, indicating a withdrawal, and submit the form to the Transit Manager along with unused fare media, as appropriate. To receive TBBP, an employee must submit VA Form 0722 for withdrawal from TBP before they request TBBP.

0103 AUTHORITY AND REFERENCES

010301 [5 U.S.C. 7905, Programs to Encourage Commuting by Means other than Single-Occupancy Motor Vehicles - Federal Employees Clean Air Incentives Act of 1993 \(Public Law 103-72\)](#)

010302 [26 U.S.C. 132\(f\), Qualified Transportation Fringe \(IRS\)](#)

010303 [26 C.F.R. Part 1, Section 1.132-9, Qualified Transportation Fringes - Items Specifically Excluded From Gross Income](#)

010304 [Executive Order No. 13150, Federal Workforce Transportation](#)

010305 [IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits \(2010\)](#)

010306 [Qualified Transportation Fringe Benefits under ARRA](#)⁶

010307 [VA Directive and Handbook 0633, Transit Benefit Program](#)

⁴ Other offices for the purposes of this chapter are the Veterans Benefits Administration (VBA), National Cemetery Administration (NCA) and all VA staff offices.

⁵ Only accessible within VA.

⁶ ARRA Tax exclusion amount expired as of December 31, 2011.

010308 [VA Directive and Handbook 0634, Transit Benefit Bicycle Program](#)

010309 [VA Transit Benefit Program](#)⁷

010310 [VA Internal Forms](#)⁷

0104 ROLES AND RESPONSIBILITIES

010401 The Assistant Secretary for Management/Chief Financial Officer (CFO) oversees all financial management activities relating to the Department's programs and operations, as required by the Chief Financial Officers Act of 1990 and 38 U.S.C. 309. Responsibilities include the direction, management and provision of policy guidance and oversight of VA's financial management personnel, activities and operations. The CFO establishes financial policy, systems and operating procedures for all VA financial entities and provides guidance on all aspects of financial management.

010402 Under Secretaries, Assistant Secretaries, Chief Financial Officers, Fiscal Officers, Chief Accountants and other key officials are responsible for ensuring compliance with the policies and procedures set forth in this chapter.

010403 The Office of Human Resources and Administration (HRA) Office of Administration (O/A) is responsible for the policy and procedures related to the TBP and TBBP and for overall management of the programs.

010404 The Transit Benefit Program Director, HRA, has the lead responsibility for coordinating the overall TBP/TBBP and serves as liaison with DOT for VA's Nationwide Transit Benefit Program.

010405 VA Central Office (VACO) organizational transit managers have overall responsibility for communication, coordination, and management of their respective organizations' nationwide TBP/TBBP. VACO transit managers have overall responsibility for their organization to provide operational procedures and oversee transit programs at field facilities and in the National Capital Region for their Central Office organization.

010406 Field transit managers oversee program administration and benefits distribution at their field stations for the TBP/TBBP at the direction of, and under the procedures established by, the facility director. These managers may distribute fare media directly to employees or delegate the media distribution to appropriate VA offices. Field transit managers will review and submit transit applications through VACO's organizational transit managers.

010407 The VHA Office of Finance has overall financial responsibility for VHA and oversees financial activity for all VHA field facilities and organizations' TBP/TBBP. The

⁷ Only accessible within VA.

chief of the financial activity or designee is responsible for the billing at their specific organization or field facility.

010408 Staff office budget officers are responsible for overseeing the TBP billing and TBP self certify and TBBP reimbursements for their organizations and field facilities.

010409 Employees participating in the TBP/TBBP are responsible for completing the required documentation, submitting supporting documentation for reimbursements (as required), and ensuring they are meeting the requirements as established in [VA Directive/Handbooks 0633, Transit Benefit Program](#), and [0634, Transit Benefit Bicycle Program](#).

0105 PROCEDURES

010501 PROGRAM ACCEPTANCE REQUIREMENTS.

- TBP: Refer to [VA Handbook 0633, Transit Benefit Program](#). The employee, employee's supervisor and transit manager must sign the form. The transit manager must provide the employee's payroll office with a copy of VA Form 0722 for entry into VA's payroll system. (Note: in some cases, an employee may be serviced by a payroll office other than the local facility.)
- TBBP: Refer to [VA Handbook 0634, Transit Benefit Bicycle Program](#). The bicycle benefit program does not have a formal acceptance requirement, however, VA Form 0724b, *VA Transit Benefit Bicycle Self-Certification Form and Reimbursement Voucher*, contains a certification section the employee is required to sign that certifies they are eligible to accept reimbursement under the TBBP.

010502 INTERNAL CONTROLS FOR PROGRAM ADMINISTRATION.

VA will implement effective internal controls and will adhere to established procedures for safeguarding against waste, fraud, abuse, mismanagement or misappropriation of Government funds for the TBP and TBBP. Refer to the applicable directive and handbook for additional information. At a minimum, these procedures will provide for:

- Recording and accounting for expenditures to permit the proper maintenance of accounts and the preparation of reliable financial reports;
- Ensuring that the monthly transit benefit to a participant does not exceed the authorized maximum or the monthly tax-excludable benefit under IRS regulations;
- Ensuring that a participant does not receive transit benefit and transit benefit bicycle subsidies for the same month;
- Ensuring that annual reviews and assessments are made of the management and control of the program;

- Ensuring that participants leaving VA or Federal service do not continue receiving benefits;
- Ensuring the eligibility and proper billing for personnel transferring between VA facilities and offices; and
- Monitoring participation at the sites where transit benefits are provided to ensure only one benefit per month is provided to participants.

010503 PROGRAM REIMBURSEMENTS. Retroactive reimbursement will not be granted for TBP expenses paid prior to applying for the transit benefit program or for expenses more than three months in arrears from the date of program acceptance (Form 0722).

A. For participants receiving TBP - Distributed by DOT, refer to [Section 010505 Accounting Procedures](#), for additional instructions.

B. For participants receiving TBP - Self Certification or TBBP, employees will self-certify their actual commuting expenses up to the maximum subsidy amount. VA will reimburse these expenses directly to the participants through EFT. At the beginning of each month (for transit) or twice per year (for bicycle⁸), the employees will complete the respective certification form and provide copies of their actual commuting expenses for the prior period. Refer to [Appendix A, Self-Certification Reimbursements](#), for reimbursement instructions.

To maintain program participation, the employee will sign the self-certification portion on the form that contains the following standard elements:

1. A qualified mode of mass transportation (i.e., buses, subways, ferries, commuter buses, trains, and qualified van pools) or a bicycle was used;
2. No other reimbursement was received that would negate reimbursement of the benefit. For example, the employee is named on a worksite parking permit when receiving transit benefits or is receiving mass transit or qualified parking benefits during the same month of a bicycle benefit; and
3. The amount claimed does not exceed their monthly or maximum limits.

010504 TRANSIT BENEFIT PAYROLL PROCEDURES.

A. VA will use the payroll system to maintain VA's transit benefit information, although TBP subsidies are non-taxable, excluded from wages⁹ and not reported on the

⁸ Bicycle transit participants may also request reimbursement when transferring out of VA or other circumstances on a case by case basis. Refer to VA Handbook 0634, *Transit Benefit Bicycle Program*.

⁹ VA can generally exclude the value of transportation benefits provided to employees from their wages up to the limit established periodically by the IRS.

Employee's Earnings and Leave Statement or W-2. All new applications, changes in transit benefits (with the exception of organizational changes¹⁰) and withdrawals must be entered into VA's payroll system.

B. VA will ensure that its local payroll offices enter transit benefit information into the payroll system upon receipt of a properly certified VA Form 0722. The payroll system will contain the master list of VA's TBP participants and the amounts of their subsidies. VA Form 0722 will be filed in the employee's payroll folder.

C. VA will need to re-enter changed data into three data fields - FRINGE TYPE, TRANSPORTATION MODE and FRINGE RATE - in order to make changes to transit benefit data. For withdrawals, the payroll office will re-enter the employee's TRANSPORTATION MODE and FRINGE TYPE and enter "zeroes" in the FRINGE RATE data field. For additional PAID payroll data instructions, refer to [Appendix B, Coding Instructions for PAID](#).

010505 ACCOUNTING PROCEDURES.

010505.01 VHA Procedures.

A. VHA has an agreement with the FSC in Austin, Texas, to use standardized obligations to allow for obligating and billing at the VHA station level. Refer to the VA intranet website, <http://vaww.franchisefund.med.va.gov/Obligations.asp>¹¹, for the current standardized obligation numbers.

1. Each VHA chief of financial activity or designee will ensure that a separate obligation is made for each VHA organizational code¹² for the transit benefit costs for its employees.

a. The standardized obligation numbers for employees for the fiscal year are as follows: ("XXX" represents the Station and "Y" represents the budget fiscal year.)

- Canteen Service employees – xxxTBY014;
- Medical Support and Compliance employees – xxxTBY015;
- Medical Facilities employees – xxxTBY016;
- Research employees – xxxTBY017;
- Medical Services employees – xxxTBY018
- Federal Health Care Center employees – xxxTBY019.

b. The obligation should have a line for each BOC, 1285 (Transit Benefit) and 2580 (DOT's administrative fees), to cover its share of the amount to be paid to DOT.

¹⁰ Organizational changes requested on the 0722 will not affect the employee master record, thus having no affect overall.

¹¹ This is a VA internal website, not accessible outside of the VA.

¹² For a detailed list of VA organization codes used for various accounting transactions and reporting, refer to VA Form 0722.

c. The obligation will be adjusted quarterly, as needed. If the VHA field transit manager performs this task, the manager will coordinate with the VHA chief of financial activity or designee to ensure that TBP funds are properly budgeted.

B. Billings. O/A is billed monthly by DOT through the Intra-Governmental Payment and Collection (IPAC) system for the total TBP costs.

1. O/A will segregate the total TBP costs by each VHA organizational code for each VHA facility by the organizational code, station number and BOC, based on information supplied by DOT in an electronic file. This file is the primary source of information for VA to take the proper action on DOT billings.

2. O/A will forward VHA's portion of the electronic file to the VHA Office of Finance (VHA CFO) to identify the transit benefit costs by VHA facility.

a. The VHA CFO will distribute to each VHA chief of financial activity or designee the facility's portion of the statement obtained from O/A.

b. The VHA facility will verify that the employees participating in the TBP were employed by that facility at the time the fare media was distributed or period of transit reimbursement and the amount is correct based on the signed VA Form 0722.

c. The VHA CFO will then forward the breakout by station number to the Office of Financial Operations (047E4) to process the IPAC transaction. The IPAC disburses funds to DOT and records the expenses against each station's standardized obligation.

3. Costs for FSC transaction processing will be billed to the appropriation's FSC service obligation as a certified payment each time that a payment is made.

C. Disputes with Billings. If the VHA chief of financial activity or designee disputes the amount billed, the amount will be charged to their obligation by the FSC with a reconciliation following the below steps.

1. The VHA chief of financial activity or designee will forward a list of problems to their VACO organizational transit manager. The transit manager will work with O/A to resolve the issues.

2. For problems requiring adjustment by DOT, O/A will forward the information to DOT so that adjustments for these problems can be reflected on future IPAC statements.

010505.02 Other Administration and Staff Office¹³ Procedures.

A. Obligations. For all non-VHA organizational codes, VACO budget officers will ensure that one obligation is recorded for the entire organizational code amount.

1. The obligation should have a line for each BOC--1285 (Transit Benefit) and 2580 (DOT's administrative fees) to cover its share of the total amount to be paid to DOT.

2. The obligation will be adjusted quarterly, as needed. If the VACO organizational transit manager performs this task, the manager will coordinate with the proper budget officer to ensure TBP funds are properly budgeted.

B. Billings. O/A is billed monthly by DOT through the IPAC system for its total TBP costs.

1. O/A will segregate the total TBP costs by each office's organizational code, station number, and BOC, based on information supplied by DOT in an electronic file. This file is the primary source of information for VA to take the proper action on DOT billings.

2. O/A will forward the portion of TBP costs for each organizational code to 047E4 to process the monthly IPAC transaction. The IPAC disburses the funds to DOT and records the expenses against the proper organizational code obligation.

a. Budget officers will use their facility's portion of the statement from O/A to verify that the employees participating in the TBP were employed by that facility at the time the fare media was distributed or period of transit reimbursement and the amount is correct based on the signed VA Form 0722.

b. Further distribution of the costs by the budget officer will be completed independently of the O/A distribution process.

3. Costs for FSC transaction processing will be billed to the appropriation's FSC service obligation as a certified payment each time that a payment is made.

C. Disputes with Billings. If the budget officer disputes the amount billed, the amount will be charged to their obligation by the FSC with a reconciliation following the below steps.

1. Budget officers will send the VACO organizational transit manager a detailed listing of the problems. The transit manager will work with O/A to resolve the issues.

2. For problems requiring adjustment by DOT, O/A will forward the information to DOT so that adjustments for these problems can be reflected on future IPAC statements.

¹³ Referred to as non-VHA in VA Directive/Handbooks 0633 and 0634.

010505.03 Advances and Reconciliations.

A. Estimates. VA will provide advances for the transit benefit program for employees who provide estimates based on past commuter costs up to the maximum amounts allowed by statutory authorities. All estimates will be adjusted to account for any anticipated days without commuting costs (e.g., holidays, leave). VA may provide transit benefit amounts up to three months in advance.

B. Reconciliation. VA will reconcile actual commuter amounts to amounts estimated and distributed in advance.

1. Overestimates. VA employees will return the balance of estimated costs minus actual costs in one of the following ways:

a. Return unused transit passes as described in section 010503 B-D; or

b. Request fewer transit passes at the next distribution.

2. Underestimates. VA employees must apply to receive a supplemental amount when actual costs exceed amounts received in advance, up to the statutory limit. Any long term change in a commuting cost estimate should be reported to the field transit manager and appropriate budget officer or VHA chief of financial activity or designee to adjust estimates and to determine the amount of transit passes to purchase for the upcoming distribution.

0106 DEFINITIONS

010601 Bicycle Commuting Expenses. Expenses incurred for the following: bike, lock, bike parking/storage, bike upgrades (lights, rack) repairs and general maintenance.

010602 Daily Commute to and/or from Work. For mass transit, the daily trip using some form of mass transportation from an employee's residence to and from work or commuting one way; or for a bicycle, the daily trip to and from the participant's residence and place of employment.

010603 Fare Media. Any transit pass, token, fare card, voucher, or similar item (including an item that can be exchanged for mass transit use) that entitles a person to public transportation.

010604 Mass Transportation. Any form of public transportation operated for use by the general public (i.e., buses, subways, ferries, commuter buses, trains and qualified van pools).

010605 Non-Motorized Bicycle. A bicycle that is human-powered and designed to transport by the act of pedaling.

010606 Qualified VA Employee. Employees as defined in [VA Handbooks 0633, Transit Benefit Program](#), and [0634, Transit Benefit Bicycle Program](#).

010607 Transit Benefit Bicycle program. This program provides a non-taxable subsidy 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.

010608 Transit Benefit Program. This program provides a non-taxable subsidy designed to encourage Federal employees to commute daily via mass transit to and/or from work. Qualified employees participating in the program are required to calculate the cost of their daily commute from their residence to and/or from work. Parking fees are not eligible for the transit benefit and should not be included when computing daily, weekly or monthly commuting costs.

0107 RESCISSIONS

010701 VA Volume III Chapter 1, *Transit Benefit Program*, October 8, 2010.

0108 QUESTIONS

Questions concerning these financial policies and procedures should be directed as follows:

VHA	VHA CFO Accounting Policy (10A3A) (Outlook)
VBA	VAVBAWAS/CO/FINREP (Outlook)
All Others	OFP Accounting Policy (Outlook)

0109 REVISIONS

Section	Revision	Office	Effective Date
Overall	Added Transit Benefit Bicycle Program in accordance with VA Directive/ Handbook 0634.	APPS (047GA)	October 2012
0101 Overview	Deleted duplicate information in 010101 and 010102; contained in 010201 and 010202.	APPS (047GA)	October 2012
010203 Program Reimbursements	Expanded to include TBP – Self Certification and bicycle benefits	APPS (047GA)	October 2012
010206 Program Separation Requirements	Deleted information related to returning unused fare; referenced VA Handbook 0633 and Volume XII Debt Management chapters. Section was expanded to include non-DOT fare.	APPS (047GA)	October 2012

Section	Revision	Office	Effective Date
010503 Program Reimbursements	Expanded to include all reimbursements.	APPS (047GA)	October 2012
010205 / 010505 Accounting Procedures	Non-VHA revised to VBA, NCA, and staff offices. VHA, VBA, NCA, and staff offices requirements revised to separate sub sections in 010505.	APPS (047GA)	October 2012
0106 Definitions	Added definitions related to bicycle benefit.	APPS (047GA)	October 2012
Appendix A	Expanded to include bicycle benefits.	APPS (047GA)	October 2012
Appendix B	Inserted introduction paragraph.	APPS (047GA)	October 2012

APPENDIX A: SELF-CERTIFICATION REIMBURSEMENTS

The following procedures apply to both the TBP – Self Certification and TBBP reimbursements.

- VA Form 0724a, *Transit Benefit Self-Certification Form and Reimbursement Voucher*, will be completed on a monthly basis by the employee and forwarded to the field transit manager for authorization, along with the supporting receipts.
- VA Form 0724b, *Transit Benefit Bicycle Self-Certification Form and Reimbursement Voucher*, will be completed twice per year or in accordance with VA handbook 0634 and forwarded to the field transit manager along with the supporting receipts. Bicycle transit participants may also request reimbursement when transferring out of VA or under other circumstances on a case by case basis.

A. Self-certifying employees will note their FMS Vendor ID on the VA Form 0724a/0724b, along with the obligation number, organizational code, and station number. The Vendor ID is required to be annotated on each reimbursement claim. Reimbursements will not be made without an FMS Vendor ID.

If the employee does not have an FMS Vendor ID, the employee will need to contact their respective finance activity to have an FMS Vendor ID established. The FMS Vendor ID used for travel reimbursement may be used for transit reimbursement. Employees should be reminded to update their FMS Vendor Record when there is a change in their financial information.

B. The applicable VHA chief of financial activity or designee or other staff office budget officer may provide the current obligation number, as these numbers change each fiscal year. Organization codes are found in [VA Handbook 0633, Transit Benefit Program](#), or on the VA Forms.

C. For VHA facilities, the field transit manager will fax VA Form 0724a/0724b to the local fiscal office for processing. The field transit manager will maintain and provide the local fiscal office with a list of certifying officials authorized to approve transit benefit reimbursements.

D. For Non-VHA offices, the field transit manager will fax VA Form 0724a/0724b to the FSC's Financial Operations Service (payables line) at (512) 460-5540. Non-VHA office VACO transit managers will fax a list of certifying officials by station number to the FSC. If individuals have additional questions and would like to speak with an FSC representative, please call (512) 460-5544.

E. Reimbursements will be paid monthly or twice per year to the employee via EFT.

F. Reimbursements for Veteran Canteen Service (VCS) self-certifiers will be paid out of the VCS appropriation. Each facility is responsible for billing the VCS for those employees via the Intra-Governmental Payment and Collection (IPAC) system. IPAC instructions and forms may be obtained by calling the FSC at (512) 460-5111.

APPENDIX B: CODING INSTRUCTIONS FOR PAID

Upon receipt of a properly certified VA Form 0722, local payroll offices will enter transit information into PAID via OnLine Data Entry (OLDE) Screen A400. All three data fields displayed in the table below must be completed with each entry. For withdrawals, re-enter the employee's Transportation Mode and Fringe Indicator and enter "zeroes" in the Fringe Rate field.

PAID DATA FIELD	INPUT REQUIRED
Fringe Indicator	<ul style="list-style-type: none"> • Enter "1" for a National Capital Region (NCR)¹⁴ Subsidy. Use this code only for employees in the NCR, i.e., DC Metropolitan Area. Field facilities with employees located in the NCR will also record these employees as Code 1. • Enter "3" for Field Subsidy. Use this code only for employees outside of the NCR. NCR Facilities with employees located outside of the NCR will record these employees as Code 3.
Fringe Rate	Payroll offices must enter the actual monthly commuting cost certified by the employee
Transportation Mode	Enter "1" if Bus Enter "2" if Light Rail Enter "3" if Subway Enter "4" if Train Enter "5" if Ferry Enter "6" if Authorized Vanpool Enter "7" if Other Enter "8" if Self-Certifying

¹⁴ As defined in VA Handbook 0633, The District of Columbia; Montgomery, Prince George's and Frederick counties in Maryland; Arlington, Fairfax, Loudon and Prince William counties in Virginia.