



Mass Transportation Benefit Program (MTBP)

Outside the National Capital Region (NCR)

Overview





What is MTBP

- **The Mass Transportation Benefit Program provides subsidy for mass transit commuting costs “in order to reduce Federal employees’ contribution to traffic congestion and air pollution and to expand their commuting alternatives” (Executive Order 13150, April 2000)**
- **MTBP is available for all Active Duty military members, DoD Federal civilian, and NAF employees**
- **The benefit is a non-taxable personnel benefit, funded from the same appropriation or non-appropriated fund that funds the participant's salary**
- **The benefit is not to be used for any other purpose, and may not be given, sold, or otherwise transferred to any other individual**



How Does it Work

- Eligible MTBP participants receive a subsidy for their commuting expenses while using Qualified Means of Transportation
- The subsidy is provided via one of two methods:
 - Fare media is issued which is used to “pay” the local transit provider
 - OR
 - In areas where fare media cannot be provided, participants may purchase fare media and request reimbursement
- As of 1 January 2012 the maximum allowable benefit is \$125 per month
 - If your commuting costs exceed \$125 per month, you are responsible for the amount above \$125
- The MTPB is centrally funded by HQDA; there is no cost to the local installation





Who can participate

- All Active Duty military service members
- Reserve Component (RC) military service members (Reserve and National Guard) who are currently on active duty
- DoD Federal civilian employees, including part-time federal employees and interns
- Non-Appropriated Fund (NAF) personnel employed by a duly constituted Non-Appropriated Funded Instrumentality (NAFI)



Who is Not Eligible

- **RC service members who are drilling or training in an Inactive Duty for Training (IADT) status**
- **Contractors**
- **Service members and civilian employees on TDY, or deployed**
- **NAF personnel whose salary is not funded by a duly constituted Army NAFI under the provisions of AR 215-1**
- **Reserve Officer Training Corps (ROTC) students unless they are enlisted in a military branch and serving on active duty**
- **Military retirees and civilian employee retirees**
- **Dependents**



What are QMT

What are Qualified Means of Transportation?

- **Commuter Bus, Commuter Train, Subway / Light Rail**
- **Van Pools**
 - **Van pools must adhere to the guidelines stated in Title 26, United States Code, Section 132(f)**



- **Ferry**



- **Ferry users are authorized to claim the foot passenger rate only**
- **This includes walkers, bicyclists, and van pool members (not including the driver)**
- **Ferries are not approved as a means of shuttling personally owned vehicles (POV) from one point to another where the completion of the journey to an individual's duty station is completed in the POV**



What are not QMT

- **What means of transportation are NOT qualified?**
- **Personally Owned Vehicles (POV), carpools, motorcycles, airplanes, bicyclists, and/or walkers, solely utilizing any of these methods of transportation**
- **Ferries used as a means of shuttling POVs from one point to another where the completion of the journey to the duty station is completed in the POV**





Expenses not Qualified

What expenses do NOT qualify for reimbursement?

- **Parking fees and tolls are NOT authorized for reimbursement.**
- **Van pool riders who must pay to “hold” their space in the van pool due to absence (e.g. TDY or leave) or part-time work schedule are responsible for the cost of holding their space. This expense is NOT authorized for reimbursement.**
- **In some locations, the local transit authority does not exchange DOT-issued fare media for other local fare media (e.g. vouchers for subway passes or bus tokens). Participants must exchange their fare media at commercial establishments, which may charge a fee for the transaction. This fee is set by the vendor, and is not related to the transit authority or to DOT. The fee is NOT authorized for reimbursement.**



How is the MTBP Funded

- **The MTBP is funded centrally at HQDA**
- **Because this is a personnel benefit, it is funded in the same appropriation or non-appropriated fund that funds participants' salaries**
- **HQDA contracts with U.S. Dept of Transportation to purchase fare media in most localities, which is distributed to participants**
 - **There is no cost to the local installation**
- **In those areas where DOT cannot provide fare media, participants may purchase fare media and request reimbursement using SF 1164**
 - **The fund cite to be used on the SF 1164 is the individual's PAYROLL fund cite**
 - **This cost should not be charged to installation operational funds**



How to Apply

- **Submit a completed and signed Application Form to Mrs. Diane Walker in HRO, POC Number 503-584-3406, for processing**
- **For Army Personnel and DA Civilians, the application form and instructions for completion may be found at the Army's MTBP website**
<http://asafm.army.mil/offices/asa/masstrans.aspx>
- **Airmen will need to request a USAF Outside the NCR Public Transportation Benefit Program Application Form from Oregon's MTBP POC above**
- **The approval process takes approximately 60 workdays, from application submission to receipt of fare media**
- **This program is a benefit, not an entitlement; thus, there is no retroactive reimbursement for the program. Delays between the date of application for the MTBP and initial receipt of fare media are not an exception**



Questions?