Department of the Army
Mass Transportation Benefit Program (MTBP)
Outside the National Capital Region (NCR)

Calculating Commuter Expenses
This guide is to assist MTBP participants in calculating their commuter expenses.

- Qualified means of transportation
- Other expenses
- Other questions
What types of public transportation qualify for the MTBP?

- 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. Program participants using a ferry 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.
What types of transportation DO NOT qualify for the MTBP?

- Personally Owned Vehicles (POV), carpool, 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.
• What other expenses are NOT authorized for reimbursement under the MTBP?
  
  • Parking fees and tolls are NOT authorized for reimbursement.
  
  • Van pool ferry costs are NOT authorized for reimbursement. Participants using a ferry are authorized to claim the foot passenger rate only.
  
  • 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.

• Participants must exclude these expenses from calculations of commuter costs.

Updated 1 Oct 2010
What if I have more questions?

- Check with your installation POC
- Consult the MTBP Program Policy, Procedures and Guidelines found on the website
- Contact the DA Program Manager