

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND



CLERK'S OFFICE
TRANSIT SUBSIDY POLICY

July 2025

I. Introduction

The U.S. District Court for the District of Maryland participates in the Transit Subsidy Program to reward the use of public transportation which helps to alleviate traffic congestion and eases air pollution. Participation in this program demonstrates the court's commitment to its employees for the service they provide to all stakeholders.

The Transit Subsidy Program allows eligible employees who use approved public transportation to receive a transportation benefit as long as funding is available. Employees are allowed the maximum benefit per IRS guidelines not to exceed the actual cost of transportation. If the employee's cost of transportation should increase or decrease, the employee should submit a new Agreement Form and immediately notify the Finance Department. Employees should never receive more in transit subsidy than the actual cost.

This program is subject to the availability of funds and can be instituted, terminated, or suspended at any time throughout the year by the Clerk of Court.

II. Authority

Title 5 U.S.C. § 7905 permits the head of an agency in any branch of the Federal Government to establish a program to encourage employees of the agency to use means other than single occupancy motor vehicles to commute to or from work. It further designates the Director of the Administrative Office of the United States Courts as the "head of the agency" with respect to the Judicial Branch. The Director has delegated this authority to all Chief Judges of the United States Courts. This Program shall be implemented and may be discontinued at the discretion of the Chief Judge.

III. Transit Subsidy Information

A. Eligibility

1. All permanent employees of the U.S. District Court for the District of Maryland are eligible.
2. All term and temporary employees of the U.S. District Court for the District of Maryland appointed for 90 days, or more are eligible.
3. Employees agree to use a form of public transportation which is eligible for transit subsidy and to certify monthly (by signature and submission of prior months receipts or previous month's voucher) that they are using such transportation for their own daily commute to work.

4. Employees who use court parking spaces on a regular basis are ineligible to participate in the Transit Subsidy Program. If the employee declines the court parking space and elects to commute daily using a form of public transportation, the employee would then be eligible to participate in the Transit Subsidy Program. This does not preclude employees who participate in the Transit Subsidy Program on a regular basis from using court parking spaces on an occasional basis in certain limited circumstances.
5. Employees enrolled in the Transit Subsidy Program and who are separating from the Court must work a minimum of five days during their last month of employment to be eligible for reimbursement.

B. Funding

This program is subject to the availability of funding and can be instituted, terminated, or suspended at any time throughout the year by the Clerk of Court. The amount of money to be used by the U.S. District Court for transit subsidy for a full-time employee will total the maximum per month that is allowable by the IRS, or the actual cost of transportation, whichever is less. The transit subsidy for a part-time employee will be appropriately pro-rated based upon their tour of duty.

IV. Transit Subsidy Procedures

A. Sign-Up

1. When signing up for the program, eligible employees must indicate their proposed method of commuting and monthly cost and certify they will use transit subsidy for commuting between their residence and the U.S. District Court on a regular basis. The attached Agreement Form (**Appendix 1**) should be completed and submitted to the Finance Department by the 10th day of the month prior to the effective date. For example, to utilize the transit subsidy benefit beginning on September 1, the Agreement Form must be received by August 10.
2. Employees are required to notify the Finance Department should they wish to change, suspend, or discontinue participation in the Transit Subsidy Program. When a participating employee receives their monthly reimbursement, the employee is re-certifying that public transportation is still being used and that the amount they are receiving is still the cost of the chosen means of transportation.

3. If the employee's cost of transportation should increase or decrease, the employee should submit a new Agreement Form and immediately notify the Finance Department. Employees should never receive more in transit subsidy than the actual cost.
4. Employees must provide their WMATA smart trip card number to establish allocation for the subsidy program. WMATA Smart Benefits link the government allocation through the smart trip card. If the employee does not currently have a smart trip card, they can visit the below sites to get it set up prior to submitting the request form:

[WMATA Smart Benefits](#)

[WMATA Instructions](#)

B. Reimbursement of Transit Subsidy Option for Clerk's Office Employees

1. Transit funds will be reimbursed once a month.
2. To obtain transit reimbursement (**Appendix 2**), the transportation pass/ticket showing date and amount paid must be submitted to the Finance Department by the 10th business day of the following month. For example, the transit voucher reimbursement for the month of October, must be submitted by the 10th of November. Any exceptions must be approved by the Chief Deputy Clerk.
3. A Finance Clerk will verify the information provided on the monthly form and enter the information into the financial system before issuing a payment to any individual participating in the Transit Subsidy Program. Payments will be issued electronically by direct deposit through JIFMS. The recipient will receive an email from the system once payment has been made.

V. Transit Subsidy Program Oversight Procedures

The following procedures will be followed to safeguard the integrity of the reimbursement system:

1. There will be one submission per employee per month.
2. Finance personnel will input information into the financial system using information provided by the employee-participant. The month of the current subsidy and an invoice number (using the number found on the mass transit pass) will be entered

to uniquely identify each reimbursement. The financial system will alert Finance staff of any duplication to prevent waste, fraud, abuse, mismanagement, or misappropriation of government funds.

3. A monthly voucher report from the Transit Subsidy Fund will be reviewed by the Financial Administrator.
4. The Procurement and Budget Administrator will complete monthly reviews of the status of funds, keeping the Clerk informed of any significant changes. Changes in the amount of available funds for reimbursement will be reported to the Chief Deputy and Clerk of Court who will in turn inform the participants of any increase or decrease in the amount of the subsidy.

**U.S. District Court Transit Subsidy Program
Agreement Form**

Name: _____ **Date:** _____

Check the type(s) of public transportation you will use for your daily commute and indicate the monthly cost.

- County/Commuter Bus
Bus Name/Number: _____ Monthly Cost: _____
- Light Rail Monthly Cost: _____
- MARC Train Monthly Cost: _____
- Metro Subway Monthly Cost: _____
- Metrobus Monthly Cost: _____
- Vanpool
Name of Vanpool: _____ Monthly Cost: _____
- Other (Describe): _____ Monthly Cost: _____

Total Monthly Cost: _____

- I would like to participate in the Transit Subsidy Program.
- I understand that the transit subsidy is provided for my personal use only and for my daily commute using public transportation.
- I understand that I am not to sell or let any other person use my transit subsidy vouchers.
- If there is a change in the type of public transportation I use to commute to work, or I wish to suspend or discontinue participation in the program, I agree to notify the Finance Department.

My signature certifies and acknowledges that I agree to use an approved form of public transportation in accordance with the Transit Subsidy Policy requirements.

Name (Print): _____ Signature: _____

Telephone Number: _____ Personal E-Mail _____ Date: _____

Approved: _____ Amount to be Received: _____

APPENDIX 2



UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND

PUBLIC TRANSIT REIMBURSEMENT REQUEST

Complete this form and submit the following, as appropriate: Receipt showing date and amount paid; Transportation pass/ticket showing price paid and date; Other documentation as requested by Finance Office. Submit claims to the Finance Office by the tenth business day of the following month. Any exceptions must be approved by Finance Office.

1. COMMUTER INFORMATION

DIVISION (CHECK ONE):

- BALTIMORE GREEN-
- BELT

NAME _____

PHONE NUMBER _____

2. HOME ADDRESS

STREET ADDRESS _____

CITY, STATE ZIP CODE _____

3. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me.

SIGNATURE _____

DATE _____

\$ _____
AMOUNT CLAIMED

NOTE: Falsification of an item on an expense account causes a forfeiture of claim (28 U.S.C. §2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. §287; i.d. 1001).

4. STAPLE RECEIPT/PASS HERE

FINANCE USE ONLY

5. JIFMS Document Number _____

Entered by _____

Verified by (Level I) _____

6.

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

Authorized certifying officer _____

Date _____

\$ _____
Amount Paid