

Bicycle Benefit Instructions

- 1) The reimbursement is not a subsidy per DOC but a benefit program. It must be processed manually on an SF-1164.
 - A) The SF-1164 must list each expense. MISC is not authorized on the form.
 - B) The ACCS must be listed and include Object Class 12-19.
 - C) Only \$20 can be reimbursed each month regardless of the amount spent on the item:

Example: Purchased lock for \$35 in June
1st month – 6/15 for \$20 Lock
2nd month – 7/15 for \$15 Lock

- D) Receipts are required for all purchases
- E) Vendor is the “employee”. List his/her name in Vendor Box.
- F) Employee and supervisor must sign the SF-1164

- 2) **Request for Bicycle Commuter Benefit (Policy on Transit Benefits for Bicyclists - Attachment A)***** - must be properly filled out.

- A) The employee must fill out the form
- B) The employee must sign the form
- C) The employee’s supervisor must sign the form
- D) The Transit Benefit Coordinator must sign the form

*****Section I (Attachment A)** – Be sure to mark the time you have already ridden your bicycle so you can claim the reimbursement.

DO NOT fill out the form stating you rode your bicycle from April - October when you are submitting your reimbursement in June. At that point, the bicycle would have been ridden from April – June.

- 3) Submit reimbursement through Accellion to aodtravel@noaa.gov.
 - A) SF1164
 - B) Request for Bicycle Benefit (Attachment A)
 - C) Receipts

(4) Please contact your NOAA Point of Contact (POC) and/or the NOAA Finance office to assist you in processing your subsidy application and answer any questions or problems you may have with the bicycle benefit program.