

U.S. Department of the Interior
Public Transportation Subsidy Program
Authorization for Third Party Pick-Up of Transportation Subsidy

An authorized individual, whom must be a Department of the Interior (DOI) employee, may only pick-up transportation fare media for ONE absent DOI employee. Unusual situations or requests must be brought to the attention of the local DOI Bureau/Office Transportation Subsidy Coordinator.

1) I will be unable to pick-up my transportation fare media directly from the Department of Transportation (DOT) distribution agent for the quarterly distribution period checked below:

Quarter 1 - (October/November/December) **Quarter 2** - (January/February/March)

Quarter 3 - (April/May/June) **Quarter 4** - (July/August/September)

2) I authorize the following individual to pick-up my transportation fare media:

Name (first and last): _____

Bureau or Office: _____

Social Security Number (Last 4-digits of authorized co-worker): XXX-XX- _____

The above-authorized individual must present their DOI Identification Card, and this completed form to the DOT distribution agent. The authorized individual will then print the absent employee's name, last 4-digits of Social Security Number, and sign his or her own name on the Transportation Subsidy Certification Form. The DOT distribution agent will retain this form.

3) Name and last 4-digits Social Security Number of absent DOI employee:

Name (first and last): _____

Bureau or Office: _____

Social Security Number (Last 4-digits of absent employee): XXX-XX- _____

Office Phone Number: () _____ - _____ x _____

4) Dollar value of transportation fare media to be obtained from the distribution agent: \$ _____

5) Signature of absent DOI employee: _____ Date: _____
(mm/dd/yyyy)

Comments (DOT distribution agent use only):