

**The USPTO’s BICYCLE COMMUTER REIMBURSEMENT PROGRAM (BCRP)**

Under the USPTO’s BCRP, employees may qualify for and earn benefits based on two specific qualifications: A *Qualified Bicycle Commute* and a *Qualified Bicycle Commuting Month*. Once it has been established that an employee qualifies based on these two sets of criteria, the total number of Qualified Bicycle Commuting Months will be counted. A maximum dollar value of \$20 per month is assigned for the number of months that a person qualifies under the BCRP, regardless of what month(s) the costs were incurred (provided the expense falls in the same calendar year as the participation year). The maximum dollar amount that an employee could qualify for is \$240 for the calendar year. Following the calendar year, there is a two and a half month processing period for reimbursement. **Only one claim form submission is permitted per participant per participation year.**

<b>FREQUENTLY ASKED QUESTIONS (FAQs)</b>	
<b>Q</b>	<b>A</b>
<p><b>1. I bought a bicycle in 2015. I still have my receipts. May I submit a claim form for this expense, because I qualified for the BCRP during March, April, May, and June of 2016?</b></p>	<p>No. Expenses incurred during 2015 do not qualify. Qualified expenses incurred during 2016 and submitted as claims by January 15, 2017 will be reimbursed in March 2017.</p>
<p><b>2. What is the difference between a Qualified Bicycle Commute and a Qualified Bicycle Commuting Month?</b></p>	<p>A <i>Qualified Bicycle Commute</i> is a one-way trip where at least 50% of the total distance is traveled on the bicycle. This is the first qualification for earning BCRP benefits.</p> <p><i>Example:</i></p> <p>Tory lives 25 miles from work. Tory rides the bicycle 18 miles of the trip and then gets a ride the rest of the way. This qualifies because 18 miles is more than ½ (50%) of the total trip of 25 miles. This counts as one Qualified Bicycle Commute.</p> <p>A <i>Qualified Bicycle Commuting Month</i> is a calendar month in which 50% or more of the total number of commuting trips into work</p>

	<p>or going home were Qualified Bicycle Commutes. This is the second qualification for earning BCRP benefits.</p> <p><i>Example:</i></p> <p>Edgar teleworks part of the month. Edgar commutes both ways (into work and home again) ten total days (20 trips) during the month. Edgar only rides the bicycle two days (four trips) out of the ten days (20 trips). This does not qualify because four trips is not ½ (50%) of the 20 total trips.</p>
<p><b>3. What if I use multiple transportation modes to commute to work (i.e. bike and drive to work), would it count as a Qualified Bicycle commute?</b></p>	<p>As long as the commute by bicycle is at least 50% of the travel distance between the employee’s residence to work (and/or returning), it would qualify.</p> <p><i>Example:</i></p> <p>If the employee travels from their residence to the Metro station by bicycle and then from the Metro station to work, as long as the commute by bicycle is at least 50% of the travel distance between the employee’s residences to work, it would qualify. However, if the bicycle commute is less than 50% of the commuting distance, it would not qualify.</p>
<p><b>4. What if I purchase a bike, make a repair, an improvement and/or pay for storage and qualify for the BCRP for six months out of the year— how much would my reimbursement be?</b></p>	<p>Qualifying under the BCRP for six months would give you a maximum monthly benefit amount of \$20 per month for a total of \$120 for the six months.</p> <p><i>Example:</i></p> <p>Hedda spends a total of \$400 for a brand new bicycle in 2016. Hedda qualifies under the BCRP for February, April, May, June, September and October. Hedda submits a claim for the full \$400 expense. Hedda is only reimbursed for \$120; a maximum of \$20 was earned for each of the 6 qualifying months under the BCRP. (<math>\\$20 \times 6 = \\$120</math>).</p>
<p><b>5. I am able to certify that I met the bicycle commuting requirements for January through</b></p>	<p>Yes. Since you met the benefit requirements during January through April, you may submit a claim the following January for \$80. (<math>\\$20 \times 4</math> months).</p>

<p><b>April, but purchased a new bicycle for \$500 in March. Can I claim this purchase for January and February?</b></p>	
<p><b>6. When do I submit my reimbursement claim form?</b></p>	<p>Your reimbursement claim form is due by January 15th in the year after qualified participation. <b><u>Only one claim form may be submitted per participant for each calendar year the employee participates in the BCRP.</u></b></p> <p><i>Example:</i></p> <p>Sol decides that October will be the last month of the year to ride the bicycle to work. On November 12, 2016 Sol submits a claim form for January-October 2016 (10 months). Sol qualifies at the maximum amount for each of those months. Sol receives reimbursement for \$200. Then, the weather in December is extraordinarily fair and Sol decides to bike after all. Sol submits another claim for December 2016 by the deadline of January 15, 2017. Sol's claim is denied because there was already a claim submitted for calendar year 2016. <b><u>Only one claim form may be submitted per participant for each calendar year the employee participates in the BCRP.</u></b></p>
<p><b>7. Do I have to commute every day on my bicycle?</b></p>	<p>No; if you have a Qualified Bicycle Commute (50% of the distance traveled for each one-way trip) and a Qualified Bicycle Commuting Month (50% of your total number of Qualified Bicycle Commutes in a calendar month), then you qualify.</p>
<p><b>8. What costs are covered under the BCRP?</b></p>	<p>Bicycle purchases, storage, repairs and improvements are covered under the BCRP.</p>
<p><b>9. What costs are <i>not</i> covered under the BCRP?</b></p>	<p>Apparel and gear for the participant, safety apparel such as helmets, vests, and gloves, or personal electronic devices are not covered under the BCRP. Also, bike sharing and shower expenses are not covered under the BCRP.</p>
<p><b>10. Is the BCRP benefit taxable?</b></p>	<p>No. You are eligible to receive up to \$20 per month, tax-free.</p>

<p><b>11. Are electric bicycles covered by this policy?</b></p>	<p>It depends.</p> <p>Traditional human pedaled devices as well as bicycles that meet the definition of low speed electric bicycles are covered. Two acceptable definitions are appropriate to use under the BCRP: (1) A two-wheeled vehicle that is solely human-powered; (2) A two- or three-wheeled vehicle with fully operable pedals and an electric motor of less than 750 watts (1 h.p.), whose maximum speed on a paved level surface, when powered solely by such a motor while ridden by an operator who weighs 170 pounds, is less than 20 mph.</p> <p>(16 CFR 1512, retrieved from <a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=5ccd92a389a0127d72a4fd0141b9eb51&amp;pid=20160101&amp;node=pt16.2.1512&amp;rgn=div5">http://www.ecfr.gov/cgi-bin/text-idx?SID=5ccd92a389a0127d72a4fd0141b9eb51&amp;pid=20160101&amp;node=pt16.2.1512&amp;rgn=div5</a> )</p>
<p><b>12. What happens if I decide to participate in the BCRP program, however I need to terminate my participation due to a situation such as illness or extreme weather?</b></p>	<p>No action is necessary. While participants are required to attend an orientation or training session under the BCRP, there is no formal registration process for the BCRP.</p>
<p><b>13. Can I participate in several different commuter programs in a given year?</b></p>	<p>Yes, you could participate in several programs in a given calendar year.</p> <p><i>However, you may not participate in the BCRP and another commuter program</i> such as Transit Subsidy, have a monthly parking space or be enrolled in the PRA (Parking Reimbursement Account) in the <i>same month</i> as you participate in BCRP.</p>
<p><b>14. If I previously participated in the Transit Subsidy Program and decide that I want to participate in the BCRP instead, what would I need to do?</b></p>	<p>Contact the <a href="mailto:TransitSubsidyCoordinator@uspto.gov">TransitSubsidyCoordinator@uspto.gov</a> to receive guidance on terminating the Transit Subsidy benefits. In some cases, a participant may only want to temporarily suspend benefits for one month while bicycling. In other cases, the participant may want to entirely withdraw from the Transit Subsidy Program for the remainder of a benefit quarter. These situations are handled differently and will be assessed on a case-by-case basis.</p>
<p><b>15. May I keep my parking space or Transit Subsidy benefits and participate</b></p>	<p>No. You cannot earn benefits under the BCRP in the same month you receive benefits under any other commuter program.</p>

<p><b>in the BCRP in the same month?</b></p>	
<p><b>16. With whom may I speak to discuss cancelling from the Parking Reimbursement Account (PRA) Program?</b></p>	<p>Contact the Compensation and Benefits Division of Human Resources at 571-272-6209.</p>
<p><b>17. What documentation do I need to provide with the BCRP Claim Form?</b></p>	<p>The documentation needed are receipts for qualified purchases (i.e. bike purchase, storage, repair, and/or improvements).</p>
<p><b>18. Where can I store my bicycle at the USPTO?</b></p>	<p>In <i>Alexandria</i>, at the USPTO headquarters, there is both secured and unsecured bike storage.</p> <p><i>See <b>Bicycling at USPTO:</b></i></p> <p><a href="http://ptoweb.uspto.gov/green/Bicycling.html">http://ptoweb.uspto.gov/green/Bicycling.html</a></p> <hr/> <p>In <i>Dallas</i>, a bike rack is located in the middle of the Terminal Annex Federal Building.</p> <p>In <i>Denver</i>, bike storage is located on the first floor, Room 01.160. There is also a bike rack located near the entrance to the Byron G. Rogers Courthouse.</p> <p>In <i>Detroit</i>, a bike rack is located on the first level of the River Place Parking Garage, near the elevators.</p> <p>In <i>San Jose</i>, there are 40 public bicycle racks located at the public entrances to City Hall (including the entrance at 26 South 4th Street). Bike lockers are also available on the 6th Street side of City Hall. These lockers require advance registration.</p>