

PROXY AUTHORIZATION LETTER  
Authority Memorandum for the Record

TO: DOI-OS Transportation Subsidy Benefit Program Office

From:

SUBJECT: Delegation of Supervisory Government Employee to Supervisory Approval Level in the TRANServe Transit eApp.

I \_\_\_\_\_ (name of the person giving the letter), hereby authorize \_\_\_\_\_ (name of the person who is being authorized) to approve Transportation Subsidy Benefit Applications on my behalf.

I also request the supervisory employee below be elevated to “Supervisory” approval level in the Transit Benefit Electronic Application (eApp/TRANServe) system in order to later be identified as my Proxy.

I appreciate your cooperation in this matter.

Sincerely