

Dear Commuter Choice Participants,

Beginning October 1, 2017, we will no longer process late commuter choice forms. All commuter choice forms need to be submitted to the Transportation office no later than the 10th of the month. If we do not receive your form by the 10th of every month, we will no longer be able to provide you with the benefits for the following month.

We need the forms submitted on time because each request has to be entered into the SmartBenefits system and WMATA (Washington Metro Area Transit Authority) will no longer approve late benefits. You may submit benefit request forms up to three months in advance.

For those that use Amtrak, and submit for reimbursement after each month, the monthly benefit request form and payment request form must be signed and submitted to the Transportation Office with all receipts by the 10th of the following month.

For those using VRE or MARC trains, you will need to submit your Commuter Choice benefit by the 10th of the month and then use those funds at CommuterDirect.com to purchase your VRE or MARC tickets.

Benefit requests can be mailed to the Transportation office at MS1J6, dropped off at the office in the Nottoway Annex, emailed to transpo@gmu.edu, or faxed to 3-8575.

If you have any questions, please do not hesitate to call the office or email us.

*Thank you,
Parking & Transportation
703-993-2828*