

Sent: Wednesday, January 13, 2021 9:43 AM
Cc: GMU Transportation Office <transpo@gmu.edu>
Subject: Commuter Choice February Submission and Update
Importance: High

Dear Commuter Choice Participant,

Happy new year!

We just wanted to reach out to all of you – both public transit and vanpool participants – that we will continue to remind you when your monthly benefit forms are due if you haven't already submitted for the month. Please see the email below for what the reminder email will look like. This email will be sent monthly, no later than the business day before the forms are due. You will only receive the reminder if you have not yet submitted a monthly benefit form request for that month.

It is the only reminder we will send.

Going forward, if your monthly benefit request form isn't received in time for us to meet the WMATA deadline which is the 15th of the month, you will not receive benefits for that month. We don't want this to happen to anyone so please get your forms in on time. That said, we understand that we all forget sometimes, so we will allow one late form per calendar year.

We truly appreciate that most of you do submit on time and we sincerely thank you for that.

Please don't hesitate to reach out if you have any questions or we can be of assistance.

Best regards,
Your colleagues in Parking and Transportation

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From: GMU Transportation Office
Sent: Wednesday, January 6, 2021 10:03 AM
To: GMU Transportation Office <transpo@gmu.edu>
Cc: Janet P Walker <jwalker8@gmu.edu>
Subject: Commuter Choice February Submission
Importance: High

Hello,

It is currently the 6th of the month. Please make sure you submit your monthly benefit request form **by the 8th (Friday)** because the 10th is on a Sunday. Friendly reminder, if we do not receive your monthly request form you will not be able to receive benefits for the month. Also, if you will be teleworking for the Spring 2021 semester please let us know.

Thank you

GMU Parking & Transportation
transpo@gmu.edu
(703)-993-2828