Dear Virginia Tech Faculty and Staff,

Virginia Tech, in compliance with an Executive Order from the Governor's office, is offering its full-time employees who commute to certain identified Northern Virginia counties and cities a monthly allotment in **free SmarTrip** to use on public transit, or vanpool to get to work. Only full-time classified/university staff (32 hours or more) and faculty are eligible. Graduate Assistants are not eligible for this program. This benefit is tax-free and you are eligible if you commute to work at least one day a month using either public transit bus, commuter trains, subways or van pools and your office is located in the counties of: Arlington, Fairfax, Loudoun, Prince William, Spotsylvania, and Stafford or the cities of: Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, and Manassas Park.

The program is called Commonwealth Commuter Choice (CCC) and it gives employees new choices other than driving to work alone. Here is how the program works:

- Simply calculate your monthly public transit commuter costs (excluding parking costs) on the enclosed Commuter Worksheet.
- Fill out the enclosed Employee Enrollment & Yearly Certification Form and send it back to Aprile Belk at Virginia Tech. either by email to abelk@vt.edu or fax 703-538-8305 or by mail (address located on bottom of Enrollment Form). It will be your responsibility to purchase and register your card with WMATA.
- **SmarTrip** is a reusable card, rechargeable plastic card. **SmarTrip card** is accepted on Metrorail, Metrobus, VRE and for van pools.
- For VRE riders your **Smartrip** claim is done differently. See link on website (www.nvc.vt.edu) for detailed instructions.
- If, after participating in the program, you find that you need to adjust your request either down or up (to the maximum), you need to contact Aprile Belk by the 5th of the month for next benefit month of **SmarTrip** card.

If you have any additional questions on the CCC Program, please feel free to contact Aprile Belk (abelk@vt.edu) at 703-538-8315 or me at 540-231-1737(dfreed@vt.edu).

Sincerely,

Debby Freed  
Alternative Transportation Manager
Commuter Worksheet

Use this worksheet to help you determine how much it costs per month to commute using public transit or vanpool.

1. Round trip public transit fare /day $_______
2. Number of days per month you commute on public transit* _______days

Multiply line 1 times line 2 to get your monthly public transit commuter costs

Monthly public transit commute costs = $_______________

*Remember to include only work days that you commute using public transit and not days that you normally drive to work or days off (i.e. Saturdays and Sundays)
Commonwealth Commuter Choice
Employee Enrollment & Yearly Certification Form

Virginia Tech

(Employee’s Name and PID number)

(SmarTrip Card Number – (Card Must be Registered))

(Email address) (Phone number)

I hereby enroll and acknowledge that I will receive a monthly transportation fringe benefit from Virginia Tech under the Commonwealth Commuter Choice program. I hereby request a monthly amount of transportation fringe benefit, paid for by my employer, Virginia Tech, valued at $____ per month (not to exceed $260) which will be provided to me in the form of a SmarTrip Benefits or until my termination or no longer eligible for them for my daily commute. It will be my responsibility to purchase and register my SmarTrip card with WMATA.

I hereby certify that I will be using this benefit exclusively for my regular daily direct commute from home to work and return. I will not give, barter, exchange, convey, assign, or otherwise transfer this benefit to any other person.

I further certify that the monthly benefit that I will be receiving does not exceed my average monthly commuting costs by public transportation, excluding any parking costs, based on the average number of workdays I commute in the average month. I agree that if my commuting costs change and the monthly benefit I receive exceed my average monthly commuting costs for two or more consecutive months, I will notify Virginia Tech (April Belk at abelk@vt.edu) so that my monthly benefit can be adjusted appropriately. I agree to claim my monthly SmarTrip benefit with the SmarTrip card. I agree to notify Virginia Tech if you replace your SmarTrip card. I also understand that if I am not receiving the maximum allowable benefit and my commuting costs increase, I can request an increase in my benefit under the Commonwealth Commuter Choice program. Any adjustments of benefits must be made by the 5th of the month. I also understand that I will notify April Belk by phone (703-538-8315), mail or email (abelk@vt.edu) immediately when I plan to depart from employment at Virginia Tech. The undersigned hereby agrees that in the event Virginia Tech must resort to collection activity, the undersigned shall be responsible for payment of attorney’s fees and/or collection costs. A judgment by a court shall carry interest at a rate of 6% or the statutory rate for civil judgments as set forth in the code of Virginia, whichever is higher.

I further certify that I am not presently receiving any benefit under the Commonwealth Commuter Choice program or any other similar transportation fringe benefit from any other agency, department, or division of the Commonwealth of Virginia, unless that is disclosed at the bottom of this form. I will notify Virginia Tech (April Belk at abelk@vt.edu) immediately in the event that I receive any such benefit from another state agency, department, or division during my employment with this agency. I understand and agree that false information in this application may result in disciplinary action taken by Virginia Tech or the Commonwealth of Virginia, up to and including dismissal from my employment, and may subject me to criminal prosecution under state or federal law.

Signed: ____________________________ Date: ____________________________

(Signature of Employee)

Other state agencies from which I am receiving transportation fringe benefits, excluding parking benefits, and the amount: __________________________

YOUR ENROLLMENT FORM MUST BE RECEIVED IN MY OFFICE BY THE FIFTH OF THE MONTH TO RECEIVE SMART TRIP BENEFITS FOR THE SUBSEQUENT MONTH.

Return form to: April Belk, Virginia Tech Northern Virginia Center, 7054 Haycock Road, Room 408, Falls Church, VA 22043 or by Fax number: 703-538-8305 or Email address: abelk@vt.edu.