



Sustainable Transportation Dept.
1330 Perry St.
Blacksburg VA 24061
(540) 231-2116
gettingaround@vt.edu

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* funds to use on public transit 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:

- Calculate your monthly public transit commuter costs (excluding parking) on the following Commuter Worksheet.
- Fill out the enclosed Employee Enrollment & Yearly Certification Form and send it back to Teresa Simmons at Virginia Tech to steresa@vt.edu. **It will be your responsibility to purchase and register your cards with WMATA.**
- *SmarTrip* is a reusable card and 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 up or down, you need to contact Teresa Simmons by the 5th of the month for the next benefit month of *SmarTrip* card.

If you have any additional questions on the CCC Program, please feel free to contact Teresa Simmons steresa@vt.edu at (571) 447-8781 or Nick Quint nquint@vt.edu at (540) 231-1737.

Sincerely,

Nick Quint
Transportation Network Manager