Request for Reimbursement
Beginning May 1, 2005, you will need to submit a Request for Reimbursement form to HR & Payroll by the 20th of the month in order to have your SmarTrip® Card replenished and/or have your Metrocheks mailed to you for the following month.

The new maximum monthly benefit has increased to $105

The form can be downloaded at http://hr.gmu.edu/forms/ccc_enroll.doc

SmarTrip® Cards
Beginning May 1, 2005, all George Mason University employees who use their Metrochek cards as Metrorail fare cards or exchange any of them for Metrobus tokens, will be transferred to SmarTrip® cards.

No more waiting to receive your Metrocheks in the mail. Instead, the dollar value of your Metrochek benefit is electronically downloaded into your WMATA registered SmarTrip® card account. The SmarTrip® card is a permanent plastic fare card that you register with WMATA at the time of purchase with your name, address and a password. SmarTrip® is used to ride Metrorail and Metrobus, and to pay for parking at Metro-operated parking lots. Registered SmarTrip® cards are protected against loss and cannot be demagnetized like paper fare cards.

Please notify HR & Payroll (sgoodfel@gmu.edu) of your SmarTrip® card number by April 8, 2005. If you don’t have one already but wish to get one, we will purchase one on your behalf for $5.00.

Coming Soon — In late 2005 and 2006, the following transit services will begin testing and incorporating SmarTrip® fare payment technology.

Northern Virginia: ART, CUE, DASH, Fairfax Connector, Loudoun County Transit, PRTC OmniRide and VRE.

Maryland: Annapolis Transit, Baltimore MTA & MARC, Corridor Transit Corporation, Frederick Transit, Harford County Transportation Services, Howard County Transit, Ride On and TheBus.

As each one becomes fully operational, we will also transfer those employees who use their services to SmarTrip® cards as well.