The Commuter Choice program provides monies (tax free) to full-time salaried state employees for commuting costs. At this time, the College is authorized to provide a maximum of $130 per month towards commuting costs to and from work.

Employee Eligibility Requirements:

- Full-time and/or Part-time, salaried employees
- Using VRE, Amtrak, or MARC transit or Registered SmarTrip card (must be in the employee’s name)
- Must turn in any existing parking permits
- Must not be on extended leave

Employees can enroll in the Commuter Choice program at any time. Initial enrollment forms must be received prior to the 15th of the month for participation the following month. Forms received after the 15th but before the end of the month will still be eligible for participation the following month; however benefits for the first month will be made available via check reimbursement (must submit receipt(s) for paid fares). Benefits following the first month will then be transferred to the SmarTrip card thereafter.

Examples

Employee submits form on September 14th. Benefits should become available on the SmarTrip card on October 1st.

Employee submits form on September 27th. A check request will be processed for the employee for the month of October. Benefits will then become available on the SmarTrip card on November 1st.

Employees using VRE, Amtrak, or MARC transit service(s) must submit receipt(s) for reimbursement. Completed forms should be scanned and emailed to Human Resources. The registered SmarTrip card number should also be included with the enrollment form. Upon successful enrollment, the employee & his/her supervisor will receive an email communication from Shiwanda Key in Human Resources.

Employees may participate in the program for as little or as long as they wish. Recertification is required once per year. Human Resources will contact employees about one to two months prior to the expiration of benefits as a reminder that they need to recertify in order to continue receiving benefits.

Employees can either use VRE, Amtrak or MARC transit for reimbursement or use their SmarTrip card for services, but not both. Employees will not be allowed to have both a parking sticker and participate in the Commuter Choice Program. Employees can switch from the Commuter Program back to parking, or vice versa, with proper notification. However, changes in enrollment choices will be limited to 2 events per calendar year. If an employee currently participating in the Commuter Choice Program needs to occasionally drive to work, the employee should obtain a hang tag in advance (limited to 4 times per month) or they may purchase a parking permit.

An employee wishing to end their participation in the program must notify Human Resources.

For questions regarding this program, you may contact Human Resources at 2-3110.