

Claim SmartBenefits **OFFICIAL TRAVEL**

Claim your Official Travel amount at any Metro station fare vending machine using the SmarTrip card you enrolled in SmartBenefits.

You must claim your Official Travel by the last day of the month. Unclaimed Official Travel is credited back to your organization.

1. Touch your card to the circular SmarTrip target.
The screen will display your SmarTrip value.
Press the A-SmartBenefits button.

SMARTRIP VALUE \$10.00	
A	- SMARTBENEFITS
B	- ADD VALUE
C	

2. Press the B-Add Value button. (You cannot purchase a pass with Official Travel.)

SMARTRIP VALUE \$10.00	
A	USE SMARTBENEFITS TO:
B	- ADD VALUE
C	- PURCHASE PASS

3. Press B or C.

A	WOULD YOU LIKE A RECEIPT?
B	- YES
C	- NO

4. The Total Purchase amount is your Official Travel.
Press C to add it to your SmarTrip Value. (In our example, your SmarTrip Value will increase from \$10.00 to \$110.00).

TOTAL PURCHASE IS: \$100.00	
A	- TOTAL SMARTRIP VALUE: \$110.00
B	- PRESS +\$,-\$,+¢,-¢ TO CHANGE VALUE
C	- PRESS WHEN DONE

5. When you see this screen, simply retouch your SmarTrip card to the SmarTrip target to claim your Official Travel.

SMARTRIP VALUE IS: \$110.00	
A	- RETOUCH SMARTRIP OR INSERT MONEY OR
B	- PRESS B TO PAY WITH CREDIT CARD
C	- PRESS C TO PAY WITH DEBIT CARD

**For SmarTrip card questions or problems, call
1-888-SMARTRIP (762-7874) or email smartrip@wmata.com.**