

# 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 |                 |
|------------------------|-----------------|
| <b>A</b>               | - SMARTBENEFITS |
| <b>B</b>               | - ADD VALUE     |
| <b>C</b>               |                 |

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

| SMARTRIP VALUE \$10.00 |                       |
|------------------------|-----------------------|
| <b>A</b>               | USE SMARTBENEFITS TO: |
| <b>B</b>               | - ADD VALUE           |
| <b>C</b>               | - PURCHASE PASS       |

3. Press B or C.

|          |                           |
|----------|---------------------------|
|          |                           |
| <b>A</b> | WOULD YOU LIKE A RECEIPT? |
| <b>B</b> | - YES                     |
| <b>C</b> | - 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 |                                       |
|-----------------------------|---------------------------------------|
| <b>A</b>                    | - TOTAL SMARTRIP VALUE: \$110.00      |
| <b>B</b>                    | - PRESS +\$,-\$,+¢,-¢ TO CHANGE VALUE |
| <b>C</b>                    | - 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 |                                       |
|-----------------------------|---------------------------------------|
| <b>A</b>                    | - RETOUCH SMARTRIP OR INSERT MONEY OR |
| <b>B</b>                    | - PRESS B TO PAY WITH CREDIT CARD     |
| <b>C</b>                    | - PRESS C TO PAY WITH DEBIT CARD      |

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