



Ticket Exchange Request

By policy, VRE Single-Ride, Five-Day, Ten-Ride and Amtrak Step-Up tickets are non-refundable. To better serve our passengers, however, we try to accommodate changing needs. To receive consideration, send in your ticket(s) attached to this form. Expired tickets have no redeemable value.

It is important that all information be provided in order for the request to be processed.

Name:

Address:

City: State: Zip:

Daytime Phone: Email:

Reason for Request:

We will not mail to office locations due to damage caused by mail processing center.

If your tickets(s) were purchased before the fare increase, you will need to remit the difference in the fare before any consideration is made. Please contact our office at (703) 684-1001 with questions or for assistance in calculating the difference in cost. You should receive a response to your request within 10 to 14 business days.

Ticket(s) Purchased

Zones

- Monthly Pass
- Ten-Ride Ticket
- Five-Day Pass
- Amtrak Step Up
- Single-Ride/Two Ride Ticket

To

Ticket Needed

Zones

- Monthly Pass
- Ten-Ride Ticket
- Five-Day Pass
- Single-Ride/Two Ride Ticket

To

Remaining Value \$

New Ticket Price \$

Amount Due \$

new ticket price (-) remaining value = amount due

Method of Payment

CC #

Ex.

Request(s) can be made to:

**Virginia Railway Express
Attn: Ticket Exchange
1500 King Street, Suite 202
Alexandria, VA 22314**