

Guaranteed Ride Home Program Reimbursement Claim Form

Eligibility Requirements

- > You must work for an employer enrolled in the Regional Guaranteed Ride Home (GRH) Program.
- > You must have traveled to work that day using a rideshare arrangement (carpool, vanpool, public bus, Metro Rail, Metrolink, walking or bicycle).
- > The maximum allowable GRH reimbursed trips per fiscal year (July 1 – June 30) is two (2).
- > A maximum 15% tip is allowed for reimbursement.
- > You must complete this form and return it with your receipt(s) of transportation fees within 60 days from the date the service was utilized. Original or scanned copies will be accepted.

Mail to: GRH Program, 7355 Magnolia Avenue, Riverside, CA 92504, ph. 951.352.8229

Commuter Information (please print and write clearly):

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Employer Information:

Employer Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Employer Representative Name: _____

Employer Representative Phone: _____ Email: _____

Travel Information:

Date Guaranteed Ride Home was used: _____

Form of ridesharing used to get to work that day: _____

Reason for needing Guaranteed Ride Home:

Personal/Family illness Personal/Family emergency Personal unexpected overtime

Carpool/Vanpool driver unexpected overtime Other (Please explain) _____

What mode of transportation did you use to get home:

Taxi Rental Car Metrolink

Metro Rail Public Bus Zipcar/Car2Go/Other Carsharing Co.

Uber/Lyft/Other Transportation Network Co.

Cost/Fare: \$ _____ [Attach receipt(s) to this form]

Who paid for the expense? (Check One)

Commuter/Employee Employer Third-Party Consultant - Consultant Name: _____

Reimbursement check will be endorsed to appropriate party checked above.

Participant's Signature: _____

Employer Representative Signature: _____

By signing this form, the Participant and Employer acknowledge all information stated above is true. The GRH Program has the right to request further documentation if needed. If the Program Administrator determines the emergency ride was invalid or not authorized, the reimbursement will be denied.