



GUARANTEED RIDE HOME PROGRAM

In the event of a valid emergency, GRH ensures that ridesharing employees will be reimbursed (up to 2 times per year) for a taxi ride, a ride from a transportation network company, or transit fare.

VALID EMERGENCIES:

Unexpected personal or family member injury or illness

Unscheduled & required overtime

Rideshare driver has an emergency, illness, or unexpected overtime

HOW TO:

Arrange your ride through transit, taxi or a transportation network company, such as Uber or Lyft.

Keep a receipt of your trip.

Submit the GRH Reimbursement Claim form and receipt to your Employee Transportation Coordinator (ETC) immediately for timely processing.

ETC CONTACT

The ETC at [Organization Name] is [ETC Name].

Email: [ETC Email]

Phone: [ETC Phone]



**REIMBURSEMENT
FORM**

