

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 12-month period 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 30 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

Commuter Information (please print and write clearly):

Name: _____ Date of Birth: _____

Address: _____

Phone: _____ Email: _____

Employer Information:

Employer Name: _____

Address: _____

Employer Representative Name: _____

Employer Representative Phone: _____ Email: _____

Travel Information:

Date Guaranteed Ride Home was used: _____

What form of ridesharing did you use 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 whichever is 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.