GUARANTEED RIDE HOME
Reimbursement Claim Form

Eligibility Requirements

- The employee must work for an employer with a current Employer Participation Agreement (EPA) on file with IE Commuter.
- The employee must have traveled to work on the date of the claim using a rideshare arrangement (carpool, vanpool, public bus, Metro Rail, Metrolink, walking or bicycle).
- The maximum allowable GRH reimbursed trips per employee per 12 month period is two (2).
- This form must be complete form and returned with receipt(s) of the transportation fees incurred within 30 days from the date the service was utilized. (Original or scanned copies will be accepted).

Mail completed form and receipts to:

GRH Program

c/o IE Commuter

PO Box 10431

San Bernardino, CA 92423-0431

EMPLOYEE INFORMATION		
Name:		
Address:		
City:	State:	ZIP Code:
Phone:	Email:	

EMPLOYER INFORMATION		
Employer Name: University of CA, Riverside		
Employer address: 900 University Avenue		
City: Riverside	State: CA	ZIP Code: 92521
Employer Representative: Tara Pueschel		Phone: 951-827-7433
Email: tara.pueschel@ucr.edu		

TRAVEL INFORMATION
Date Guaranteed Ride Home was used:
What form of RideSharing did the employee 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/TNC (e.g., Uber/Lyft)   ☐ Rental Car   ☐ Metrolink   ☐ Metro Rail   ☐ Public Bus

Cost/Fare: $ _____ (Please attach Receipt 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.

Employee's Signature:

Employer Representative Signature:

By signing this form, the Employee 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 ride was inconsistent with the program guidelines, invalid or not authorized, the reimbursement will be denied.

01/19