

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.
- > Reimbursement Claim Forms received after 60 days will not be accepted and trip costs incurred shall become the responsibility of the employee and/or employer.

Please scan/email your completed Reimbursement Claim Form and a copy of your paid receipt to: cfranco@its-consulting.net.

Commuter Information (please print clearly):

Name: _____
Home Address _____
City: _____ State _____ Zip Code: _____
Phone: _____ Email: _____

Employer Information:

Employer Name: County of Orange / Superior Court
Address: 333 W. Santa Ana Blvd., Building 10 (Note this address represents all sites)
City: Santa Ana State: CA Zip Code: 92701
Employer Representative Name: Claire Franco
Employer Representative Phone: (714) 834-7600 Email: cfranco@its-consulting.net

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 Carpool/vanpool driver personal/family illness/emergency
 Other (please explain _____)

What mode of transportation did you use to get home:

- Taxi Rental 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.

Guaranteed Ride Home (GRH) Program - Overview

What qualifies as a valid GRH program emergency?

Emergencies may vary from an employee having to work late, to missing his/her carpool or vanpool, to a family emergency that requires the employee to return home mid-day. Emergency circumstances that qualify for a reimbursable ride under the GRH program include:

- ✓ Personal illness/emergency
- ✓ Unexpected illness/emergency of an immediate family member
- ✓ Carpool/vanpool driver has an emergency or unexpected overtime
- ✓ Employee is required to work unscheduled overtime

What are valid GRH destinations?

Every emergency is different, and an employee may need to reach a different destination for each unexpected situation. The GRH Program offers flexibility, allowing the employee to choose from a variety of destinations to serve their unique needs.

Destinations include:

- ✓ Home
- ✓ Personal vehicle (if parked at a Park & Ride lot or transit station)
- ✓ Medical facility (not related to an on-the-job injury)
- ✓ Daycare or school
- ✓ Interim stops will also be accepted if they are needed to reach the final emergency destination

What expenses are reimbursable?

Reimbursable transportation options include:

Taxi - GRH one-way fare reimbursement up to \$3.50 per mile, plus a tip of up to 15% of the total mileage cost of the GRH trip. The tip must be clearly identified on the taxi receipt, along with the total amount paid.

Transportation Network Companies (TNC) - GRH one-way fare reimbursement up to \$3.50 per mile. Though tips are not essential for using the TNCs' services, the GRH Program will reimburse a tip of up to 15% of the total mileage cost for the GRH trip. The tip must be clearly identified on the receipt, along with the total amount paid. Examples of TNCs include Lyft, Uber, Sidecar, Wingz, Summon and Haxi.

Carsharing companies - GRH fare reimbursement of up to the lowest "Occasional Driving" per hour rate offered by the company or the lowest "Occasional Driving" per day rate for the use of a carshare vehicle. Must be a registered member to drive cars by the hour or day,

with gas and insurance included. The GRH program will not reimburse any registration or membership fees associated with using carsharing companies. Examples of carsharing companies include Zipcar, Car2Go, Enterprise CarShare, Carpingo, eGo CarShare, Getaround, HOURCAR, JustShareIt, and RelayRides.

Rental car - GRH fare reimbursement for a one-day, economy class rental car and the cost of gasoline to refill the tank. The GRH Program will also cover the cost of a one-way drop off fee.

Public transit such as bus, Metro Rail or Metrolink - GRH fare reimbursement for the cost of their one-way transit ticket.

Frequently Asked Questions

Q: Do I have to pay for the rides?

A: Yes, you must pay for the ride up-front. Valid emergency rides will be reimbursed.

Q: How many times can I use the GRH program?

A: You can receive reimbursement for up to two (2) emergency rides in a fiscal year (July 1 – June 30).

Q: How do I obtain a receipt from Transportation Network Companies (TNC) like Uber or Lyft?

A: You can view a history of all your rides and resend receipts to yourself by logging into your TNC account.

Q: Do taxi drivers accept credit cards?

A: Yes, but you should also request a receipt from the driver that includes the tip.

Q: Should I tip the taxi driver?

A: It is up to you based on your level of satisfaction of your service provider. The cost of a one-way taxi ride plus a 15% tip is reimbursable and must be documented on the receipt.

Q: Do I have to pre-register with the OC Rideshare Program to use the GRH program?

A: There is no need to pre-register. As long as you rideshare to work on the day of your valid emergency, you are eligible to use the GRH.

Q: Where should I send my completed GRH Reimbursement Claim Form and receipt?

A: Scan/E-mail to cfranco@its-consulting.net within two business days of your emergency ride. Be sure to sign the form at the *Participant's Signature* field.