



## Guaranteed Ride Home Reimbursement Form

### Palo Alto University

#### Eligibility requirements:

- You must be a student, staff member or faculty member of the Palo Alto University community.
- You must have traveled to a PAU campus that day using an alternative commute arrangement (carpool, vanpool, public bus, Caltrain, bicycle or walking).
- The maximum allowable GRH reimbursed trips per 12 month period is six (6).
- You must complete this form and return it with your receipt within 30 days from the date the service was utilized. (Original or scanned copies will be accepted.)

#### Commuter Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Travel Information

Date Guaranteed Ride Home was used: \_\_\_\_\_

What form of alternative commute did you use to get to school that day? \_\_\_\_\_

#### Reason for needing Guaranteed Ride Home:

- Personal/Family Illness
- Carpool Driver Unexpected Illness
- Personal/Family Emergency
- Personal Unexpected Overtime (staff)
- Other (please explain): \_\_\_\_\_

#### What mode of transportation did you use to get home?

- Taxi
- Rental Car
- Train
- Bus

Cost/Fare \$: \_\_\_\_\_ (Attach receipts to this form)

Participant's Signature: \_\_\_\_\_

By signing this form, the Participant acknowledges 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. Please email this form to Lori Thomas at [lthomas@paloaltou.edu](mailto:lthomas@paloaltou.edu).