

511NY Rideshare

Guaranteed Ride Program Reimbursement Voucher

Please Be **Very** Specific About Pick-Up Location If Calling a Taxi/Car Co.

Procedures for requesting reimbursement from 511NY Rideshare's Guaranteed Ride Program.

1. Obtain receipt from the taxi driver or transit provider and attach it to this reimbursement request. Be sure to review the receipt to make sure that it lists the company, date and fare amount. (Vouchers are **not** to be used for rides to work. Also all vouchers need to be mailed back within a month's time of the date on the receipt).
2. Complete this form and send it to:
**511NY Rideshare
c/o CommuterLink
120-32 Queens Blvd., 3rd Floor
Kew Gardens, NY 11415**
Please note: No more than \$40 per trip will be reimbursed. Total allotment per person is \$200 per year. Gratuities will not be reimbursed. Call 511NY Rideshare at 866-NYCOMMUTE for more vouchers. 511NY Rideshare may contact the members of your carpool to verify your regular commute mode.
3. 511NY Rideshare will send you a check upon receipt of this form.

Required Information

Vanpoolers

Vanpool # (if applicable) ... _____

Carpoolers (names and phone # of carpoolers)

Name: _____

Phone #: _____

Name: _____

Phone #: _____

Name: _____

Phone #: _____

Name: _____

Phone #: _____

Please complete all information below.

Date of Ride: _____

Origin (Work Address): _____

Time of Ride: _____

Trip Amount \$: _____

Destination (Street Address): _____

Reason for Guaranteed Ride (please check one):

Emergency Working Late Personal Business Other _____

Reimbursement Requested By:

Name: _____

Date: _____

Address: _____

City, State, Zip: _____

Signature: _____