



VANPOOL PROGRAM

Guaranteed Ride Home (GRH)

REIMBURSEMENT REQUEST VOUCHER

INSTRUCTIONS

- 1 Obtain a receipt from the taxi driver that includes:
 - Taxi/Uber/Lyft number
 - company
 - driver's name
 - mileage
 - fare amount
- 2 In order to receive 100% reimbursement, fill in all information below. Submit the GRH form and receipt within 30 days of your ride home. A check will be sent to the user's address. For questions, please call 602.523.6062.

PLEASE FILL IN OR PRINT

Date: _____ Vanpool # (or driver name): _____

GRH user's name: _____ Phone: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Date of ride: _____ Taxi/Uber/Lyft fare amount: \$ _____

Origin of ride (street address): _____

Destination of ride (street address): _____

Vanpool driver signature: _____

REASON FOR USING GRH

THIS IS MY (PLEASE CHECK ONE)

Home emergency
 Work late
 Personal business
 Other

 1st GRH
 2nd GRH

EMAIL OR MAIL THIS FORM AND RECEIPT TO

Valley Metro
 Attention: Vanpool Coordinator
 101 N. 1st Avenue, Suite 1400
 Phoenix, AZ 85003
 vanpool@valleymetro.org

Valley Metro is free from any liability, claims and demands for personal injury, loss, theft or damage to personal property; loss of income; consequential damages resulting from delays or absence of a taxi/Uber/Lyft; or termination of the program.

DO NOT WRITE BELOW THIS LINE

Project: 205000 Task: 3 Cost Center: 105 Activity: 780000

Check #: _____ Check amount: _____

Vanpool coordinator: _____ Date: _____

Department head: _____ Date: _____