



1-800-685-RIDE (7433)

c/o Go Vermont Coordinator
Vermont Agency of Transportation
Operations Division, Public Transit
One National Life Drive
Montpelier, VT 05633
Telephone 802-828-5577
Facsimile 802-828-3983

REQUEST FOR REIMBURSEMENT

For This reimbursement is assigned to you and is invalid if used by anyone else.
1. Verify all information is correct before signing.
2. Attach the receipt or original vendor invoice to this form.
3. Tips are not reimbursable.

GUARANTEED RIDE HOME REIMBURSEMENT ID:

Date & Time of Request:

Pick-up/Vendor name:

Drop-off:

Name

Street Address

Address

City, State

Telephone

Check if this is your home address

Reason for Emergency Ride Request:

- Personal illness / crisis
Family member illness / crisis
Carpool / vanpool driver had to stay late or leave early
Unscheduled overtime

Amount requested for reimbursement (please see #2 below): \$

Will you make any stops on the way home? No Yes Specify where

How did you get to work today?

- Drove alone
Rode the Bus
Carpool
Vanpool
Bike / Walk
Train

Name & Social Security Number:

I, agree to abide by the rules of the Guaranteed Ride Home program.
Participant's Signature SSN Date

NOTES:

- You must provide your social security number to be reimbursed by the State of Vermont.
Guaranteed Ride Home reimbursement is up to a maximum amount of \$70.
The original vendor invoice must accompany this request for payment
This invoice must be signed by the individual. It can either be faxed or sent using regular mail.
Vendor is meant to be a bus, taxi, rental car or form of public transportation
Invoices must include a non-electronic signature and date to be reimbursed