

If you have a valid unexpected personal emergency during the workday and you're registered in your employer's Rideshare/Shared Mobility Program, then the Guaranteed Ride Home Program will provide a ride to where you need to go.

The Guaranteed Ride Home Program allows you to be reimbursed for up to two trips each fiscal year (July 1 - June 30).

#### Steps to follow are:

- 1. Check with your Employee Transportation Coordinator (ETC) on company policy of arranging GRH rides.
- 2. Arrange your ride through a rental car, transit, taxi or transportation network company, such as Uber or Lyft.
- 3. Keep a receipt of your trip.
- 4. Complete and return required form and receipt to your ETC as soon as possible.

If you need a ride or for complete program details, contact your ETC.





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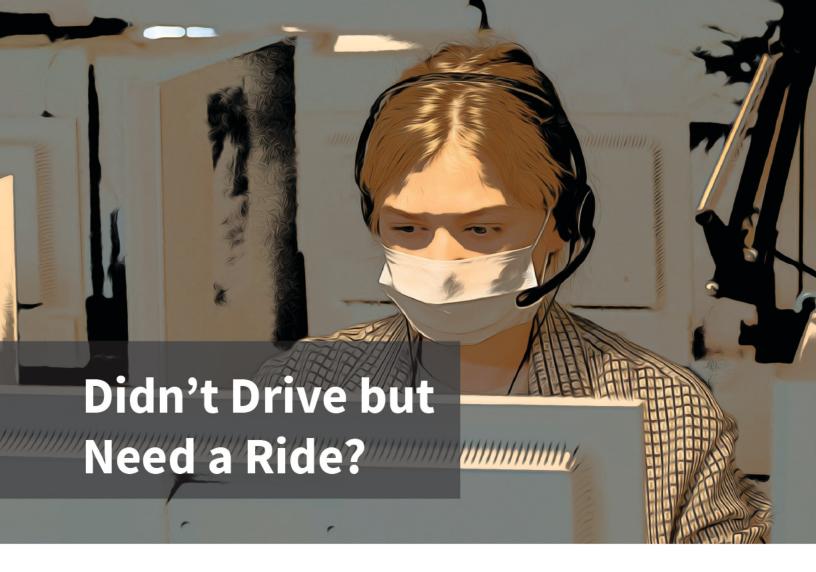
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