



Pima County Employee Guaranteed Ride Home TRIP FORM

* You must first [register](#) to be eligible for the Guaranteed Ride Home Program.

If an emergency happened and you are without a personal vehicle because you used an alternate mode of transportation for your work commute, you may use this Trip Form, along with a receipt, for reimbursement of a ride from a professional transportation company. The ride can be to your home, to your vehicle, or to the emergency, and is courtesy of the Pima County Department of Environmental Quality. Stops along the way are not permitted.

Employee Name:

Department:

Travel Service Used:

Amount
to be reimbursed:

Pick-Up Location:

Drop-Off Location:

Worksite Phone:

Work e-mail:

Date of Use:

ex: 08/13/2018

Reason for emergency
ride:

Employee or family member accident, illness or personal crisis

Carpool or vanpool driver unavailable

Unscheduled overtime

Supervisor Name:

Supervisor Signature: _____

Date:

Which travel mode(s)
did you use for your
commute today?

Sun Tran Bus

Carpool

Bike

SunLink Streetcar

Vanpool

Walk

I verify that I use an alternate mode of transportation at least twice per week, on average, and needed transportation services on the date listed above for emergency reasons.

Employee Signature: _____

Choose reimbursement
pick-up location:

PDEQ Main Office, 33 N. Stone Ave., 7th Floor

Ina Road Landfill, 5301 W. Ina Road

TO SUBMIT FOR REIMBURSEMENT: Obtain a copy of your receipt and submit with this GRH Trip Form via email to Karen.Wilhelmsen@pima.gov or interoffice mail to DT-BAB7-415, PDEQ ATTN: Karen Wilhelmsen, 33 N. Stone Ave., 7th Floor. Once approved, you will need to schedule a time to pick up your cash reimbursement. Questions? Phone x47449 (724-7449). Backup phone: 724-7400.

You may use a professional transportation company of your choice. Some options with contact information are listed below for your convenience.

- Lyft: www.lyft.com, app download necessary
- Uber: www.uber.com, app download necessary
- Yellow Cab: (520) 300-0000
- VIP Taxi: (520) 300-3000
- Orange Cab: (520) 884-7900
- Discount Cab: (520) 388-9004