



## Emergency Ride Home Trip Summary Form

Use this form to apply for reimbursement for your Emergency Ride Home (ERH) trip. To be reimbursed for the trip, you must be pre-registered in Commuter Services' Emergency Ride Home Program before your ride home was used. This reimbursement form (and ERH ride receipt) must be submitted within 30 days of the ERH trip. Allow 45 days from receipt for review and reimbursement.

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_ ext. \_\_\_\_\_

Date of Emergency: \_\_\_\_\_ Time of Emergency: \_\_\_\_\_

Trip Origin: \_\_\_\_\_ Trip Destination: \_\_\_\_\_

### How did you get to work the day of the emergency?

Bicycle     Carpool     Transit     Vanpool     Walk     Other, describe: \_\_\_\_\_

### Reason for ERH:

Personal illness/emergency     Carpool/Vanpool Driver had emergency/unexpected overtime  
 Family illness/emergency     Unscheduled overtime or late meeting     Other

Please explain: \_\_\_\_\_

### Transportation Used for ERH:

Taxi Company: \_\_\_\_\_ Amount of taxi fare: \$ \_\_\_\_\_

Other, please specify: \_\_\_\_\_ Amount of other fee: \$ \_\_\_\_\_

**\*\*\* If another person drove you to your destination (friend, co-worker or family member), please fill out the information below:\*\*\***

Total round trip mileage for ERH trip: \_\_\_\_\_ x .55 (federal mileage reimbursement) = \$ \_\_\_\_\_

Name of Person who drove you: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone number: \_\_\_\_\_ Best time to contact for verification: \_\_\_\_\_

By signing below, I am confirming that this trip qualified for the Commuter Services Emergency Ride Home Program and that the information on this form is accurate, complete, and verifiable.

Commuter Signature: \_\_\_\_\_

**Attach receipt for ERH and Mail or Fax to: Commuter Services of Pennsylvania  
2951 Whiteford Rd., Suite 201 York, PA 17402  
Fax: 717.718.0020**

If you need assistance completing this form, please call Commuter Services at 1-866-579-RIDE