

Emergency Ride Home Program Package

As a student at the University of Toronto Mississauga, you are eligible for the Emergency Ride Home Program. If you have an unforeseen emergency on the day you carpool to campus, you have the opportunity to arrange your own ride home via taxi, Uber, Lyft, public transit, or rental car. Expenses, once approved by the UTM Transportation Office & SustainMobility, will be reimbursed up to \$75 for each emergency.

Ensure that you retain all emergency transportation receipts(s). If you don't know if you qualify, review the program terms and conditions on the next page.

Please complete the following steps to request an emergency ride home reimbursement:

1. Review the terms and conditions on the next page to see if your request is eligible.
2. Complete all fields on the Emergency Ride Home Reimbursement Form. We recommend keeping a copy of this form and receipt(s) for your records.
3. Drop off this form to the Parking & Transportation Services Office to the attention of Brian Hoppie or Megan Alekson, Parking & Transportation Services, at University of Toronto Mississauga, Alumni House, Room 108

Please allow 4-6 weeks to receive reimbursement for your emergency claim.

You will be notified by the Parking & Transportation Services Office when your cheque is ready to be picked up at the Alumni House, Room 108.

Emergency Ride Home Terms & Conditions

1. Carpool commuters are eligible for the Commute Ontario Emergency Ride Home program if they carpooled to campus on the day, they require an emergency ride home.
2. Pre-registration is not required for the Emergency Ride Home Program however, you must be a registered carpooler with the UTM Parking and Transportation Services Office.
3. Students may use the Emergency Ride Home Program for any distance, routing and stops they prefer, but will only be reimbursed to a maximum of \$75 for each emergency. Students are responsible for initial payment of all costs, and are responsible for costs exceeding the maximum amount.
4. Students may only use the Emergency Ride Home Program for unplanned reasons. SustainMobility & the UTM Parking and Transportation Services Office will track and verify all claims submitted.
5. There are no limits on the number of emergency ride claims submitted by a student per year. SustainMobility reserves the right to deny reimbursement.
6. There are no limits on the type of transportation students can choose for an emergency ride. Students may use multiple methods during the ride home (such as taxi trip and transit trip).
7. When requesting reimbursement, students must submit the following:
 - a. Campus Name
 - b. Name, e-mail address and phone number
 - c. Date and time of emergency ride home
 - d. Reason for emergency ride home
 - e. Origin and destination
 - f. Type of ride vendor(s) used
 - g. Total requested reimbursement (maximum of \$75.00)
 - h. Original ride receipt(s)
 - i. A signature, indicating the student vouches that the information is accurate and honest and agrees to the Emergency Ride Home Program Terms & Conditions.
 - j. Signature from Brian Hoppie or Megan Alekson, Parking & Transportation Services, University of Toronto Mississauga, Alumni House, Room 108.

To submit your Emergency Ride Home Program claim, please complete the attached Reimbursement Form and submit it to Brian Hoppie or Megan Alekson, Parking & Transportation Services, University of Toronto Mississauga, Alumni House, and Room 108.

Please allow 4-6 weeks to receive reimbursement for your emergency claim.

For more information, contact info@commuteontario.ca

The Emergency Ride Home Program may be used for the following emergencies:

- Personal or family illness, accident, injury or emergency situation.

The program may not be used for the following cases:

Situations where travel could have been arranged in advance are not covered. Other situations that are not covered include, but are not limited to:

- Pre-planned medical or personal appointments.
- Pre-planned or known absence of a carpool partner.
- Personal errands.
- Missed transit connections.
- Transit delays or cancellations.
- Weather-related emergencies.
- Natural disasters.
- Building closures.
- Power outages.

Emergency Ride Home Program Reimbursement Form

Campus Name:	University of Toronto Mississauga
*First Name:	
*Last Name:	
*Email Address:	
*Phone Number:	
*Date of Emergency:	
*Time of Emergency	
*Reason for Emergency Ride: (Explain the reason you required an emergency ride.)	
*Origin: (Please indicate your starting point)	
*Destination: (Please indicate your final destination)	
*Type of Ride Used: (Please choose the type(s) of transportation you used. Check all that apply.)	<input type="checkbox"/> Taxi <input type="checkbox"/> Transit <input type="checkbox"/> Airporter <input type="checkbox"/> Other Please Specify: _____
*Request Reimbursement: (Please indicate the total amount you are requesting for reimbursement. Add receipts together if necessary.)	\$
*Ride Receipt: (Please submit receipt(s) for emergency transportation. Please make sure to make a copy for yourself)	Attach receipt to this form.
_____ Signature: Date: You must sign this form to indicate you vouch that all information on this form is truthful and correct, and that you agree with all Emergency Ride Home Terms & Conditions.	_____ UTM Parking & Transportation Services Office Date: