



## TRIP Rider Information

---

### Welcome To Trip

Know your eligibility—refer to your “Welcome Letter”.

Find a volunteer driver.

Give your driver the “for your Volunteer Driver” packet.

Submit reimbursement forms at the end of each month. Mail all forms together.

Pay your driver(s) in full.

### Things To Remember

Learn to fill-in your mileage reimbursement forms correctly.

Mark the last day of the month on your calendar: “mail TRIP reimbursement form” don’t forget—forms must be received in our office by the 10th of the month.

Failure to reimburse your driver can affect your TRIP eligibility.

You can have more than one volunteer. In fact, it is a good idea to have more than one, and many TRIP riders do.

Arrangements for travel are completely up to you and your volunteers. Plan to travel when it is convenient for you both.

Always record your travel on your request for reimbursement form on the day that you make the trip. **DON'T FORGET YOU BOTH MUST SIGN.**

Reimbursement will be processed on the 25th of each month.