



CONNECTING COMMUNITY TO OPPORTUNITY

**MOBILITY**

VICTOR VALLEY TRANSIT AUTHORITY

## TRIP Rider Information

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### 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.