

NU EMERGENCY RIDE HOME VOUCHER

The Northwestern University Emergency Ride Home (ERH) Program is designed for full-time Northwestern faculty and staff members who commute to work in carpools registered with Northwestern's Rideshare program. ERH is designed to deal with urgent emergencies and will not cover planned or regular events.

To qualify for reimbursement:

1. you must be a full-time employee affiliated with Northwestern University
2. be carpooling on the day you need a ride
3. and have a covered, verifiable need
4. you must be registered with both the PACE Rideshare program and Northwestern University

ERH reimbursements will cover qualifying taxi rides and single train and bus tickets home.

Covered emergencies include:

- Accident or injury to you or your immediate family
- Sudden and unexpected illness
- Major individual catastrophe (fire, gas leak, flood, etc.)
- Unexpected breakdown in your usual commuting plans home (last-minute cancellation of carpool, mechanical problems, etc.)

ERH will not cover:

- Soiled or damaged clothing
- Region-wide disasters (earthquake, tornado, etc.)
- Situation in which your immediate presence is not required
- Breakdown of public transit
- Your need to work overtime and miss your train or carpool
- Personal errands
- Other situations not listed as a covered emergency

ERH will reimburse up to \$100 worth of rides per year. Emergency stops (daycare center or doctor's office) are permitted, but personal errands (grocery store, shopping, etc.) will not be reimbursed.

Name: _____ University ID #: _____

Phone #: _____ Price of Ride Home: _____

Starting Address: _____

Ending Address: _____

Reason for use: _____

Please list any additional stops or transfer stations: _____

Signature: _____ Date: _____

To be filled out by taxi driver:

Name of Driver: _____ Cost of Ride: _____

Cab Company: _____ Cab #: _____

*Note: ERH will not cover tip for taxi driver

Dept. Supervisor Signature: _____ Phone #: _____ Date: _____

Participant Signature: _____ Phone #: _____ Date: _____

Submit form to:
Northwestern University
University Services
710 Lake Shore Dr, Room 100
Chicago, IL 60611

Please attach the original receipt from taxi, bus, or train and return to University Services within 30 days.