

## Rideshare Consideration Form

FPI 5.18. Transportation Service: Reimbursement is allowed for the amount of the most cost-effective method of transportation available, including the use of a shuttle bus, van or other driving service that satisfactorily and productively accomplishes the University's business. Factors to be considered include the number of employees sharing the service, time constraints, the length of the trip, as well as other costs avoided by using the service.

Use of rideshare (Uber/Lyft) to and from Denver International Airport may be considered if it meets at least one of the following considerations. Note, this policy consideration does not preclude a department or unit's existing authority to place their own dollar limits on travel.

**Please attach completed and signed form to the notes and attachment section of the Travel Reimbursement (TR).**

**Is the traveler a non-student or non-employee that enhances or maintains the reputation of the Institution (e.g. VIP guest speaker)?**    YES        NO        If no, go to next question.

**Was this due to an emergency?**    YES        NO        If no, go to next question.

If other, please explain:

**Was the cost of the rideshare less expensive than the cost of mileage, parking fees, and tolls? If so, please provide calculation below.**

**Department Certification:** I acknowledge that the responses on this form are accurate and it is the department's responsibility to provide additional documentation if requested.

**Signature:** \_\_\_\_\_