

Los Angeles City College will provide the following for our GRH Program.

Per Rule 2202 regarding ERCP Plan Compliance, the College will be arranging the rides under the new GRH Program and will be identifying the following procedures below. The College will not pay the ride upfront and instead will implement an employee reimbursement policy. (The issuing of cash up front to the employee could potentially violate the District's business policy regarding cash handling and make more difficult its ability to audit payments appropriately.)

1) Provide Taxi Company

(Have the Taxi Company meet the employee at LACC Sheriff's Department on Heliotrope Drive)

- *Independent Cab – (800) 521-8294 (1.0 mile) from LACC
700 North Virgil Avenue, 90029 – (310) 502-6644*
 - Taxi will pick-up Employee
 - Employee will provide either credit card or cash
 - Employee will provide by next day or returning back from the emergency the Original credit card slip/meter slip/Business Card with Taxi information – Taxi Number, Time, Date, Amount
 - Return all Originals to the LACC Rideshare Office Employee Transportation Coordinator
 - Employee will complete the GRH Reimbursement Claim Form
 - Employee Transportation Coordinator will submit Reimbursement Claim to GRH Office

2) Provide Rent-A-Car Company

(Have the Rent-A-Car Company meet the employee at LACC Sheriff's Department on Heliotrope Drive)

- *Enterprise Rent-A-Car: (800) 261-7331 (1.2 miles) from LACC (Cust# L32W100) - LACCGRH
1608 Hillhurst Avenue, 90027 – (323) 660-2311*
 - Enterprise will pick-up Employee from LACC and will take Employee to Enterprise Office and give the rental at this location
 - Employee will provide either credit card or cash
 - Employee must have Current Driver License and Current Car Insurance
 - Employee will provide by next day or returning back from the emergency the Original credit card slip/copy of Rental Application/Business Card with Rental information – Rental Number, Time, Date, Amount paid
 - Return all Originals to the LACC Rideshare Office Employee Transportation Coordinator
 - Employee will complete the GRH Reimbursement Claim Form
 - Employee Transportation Coordinator will submit Reimbursement Claim to GRH Office

3) GRH Reimbursement Claim Form will be pre-filled with Employer and Employee Transportation Coordinator information

- Claim forms will be in the Rideshare Office from 7:30 a.m. to 4:00 p.m. (morning hours)
- Claim forms will be in the Sheriff's Department Office from 4:00 p.m. to 7:30 a.m. (evening hours)
To accommodate staff that work after 4:00 p.m. to early morning hours

4) Taxi and Rental Car not available

- Employee Transportation Coordinator will assist Employees to arrange with other co-workers in advance and/or be matched up with other carpooler's at the LACC Rideshare Office AD 317