

ACCESS-A-RIDE (AAR) TAXICAB/CAR SERVICE REIMBURSEMENT REQUEST FORM



New York City Transit
Department of Buses – Paratransit Division
130 Livingston Street
Brooklyn, NY 11201

AUTHORIZATION: When taxi/car service is authorized, **AAR customers are responsible for paying the full fare plus any tolls and obtaining a valid receipt from the driver.** When using a taxi, the driver is to provide the receipt from the meter. When using car service, the receipt must include the: 1) name and telephone number of the car service, 2) date of the trip, 3) fare amount and 4) driver's name and signature and 5) car number. Any tolls and/or tip (no more than 15%) must be identified with the request or the fare will be accepted as the total amount due. Blank receipts completed by customers will not be accepted. It is recommended that the customer travel in a taxi/car service that is licensed by the NYC Taxi and Limousine Commission.

REIMBURSEMENT INSTRUCTIONS:

1. Customer must complete this form (or a letter noting the same information) and mail it to: **AAR Taxi Reimbursement, NYCT-Paratransit, 130 Livingston Street, Brooklyn, NY 11201.**
2. The reimbursement request must be postmarked within three months from the trip date.
3. The reimbursement request must include your name, address, AAR ID number, the NYC Transit authorization number, original taxi meter receipt or original car service receipt as specified above. *NOTE: Receipts that appear altered may be rejected, and copies or faxes are not accepted. The reimbursement amount may be limited if a request appears excessive.*
4. Any reimbursement request that is missing the required documentation will be returned.

PLEASE PRINT ALL INFORMATION AND SIGN IN THE SPACE BELOW

Customer's Name: _____ AAR ID No.: _____

Address: _____

NYCT Transit Authorization No.: _____ Car/Medallion No.: _____

Date of Trip: ____ / ____ / ____ Time of Trip: ____ : ____ (AM/PM)

Pickup Location: _____

Destination Location: _____

Cost: \$ _____ (minus AAR fare) Tip: \$ _____ (no more than 15%) Toll: \$ _____

Customer's Signature: _____ Date: ____ / ____ / ____

REIMBURSEMENT PROCESS: NYCT will reimburse the customer for the total cost of the trip (including no more than a 15% tip) minus the AAR fare. The AAR fare is the same as fixed route bus/subway fare. NYCT reserves the right to reject any taxi/car service reimbursement request that appears altered, or to limit the amount of the reimbursement where the requested amount appears excessive. NYCT does not accept or reimburse customers for any receipts other than taxi/car service, e.g. bus trips, phone bills or postage. **THERE WILL BE NO EXCEPTIONS.**

NYCT will not process, and will return, any request that does not comply with the Policy and/or include the necessary documentation. Copies/faxes of receipts will not be accepted. Customers should keep a copy of receipts for their records.