Lifeworks Services, Inc. Uber/Lyft Reimbursement Request

- Completed reimbursement requests are due by **Wednesday at 5:00 pm** to be paid on Friday of the following week.
- If past 5:00 pm, or missing the required documentation and/or signatures, the request will **NOT** be processed for payment the following week.
- Lifeworks can only reimburse ride requests up to **60 days past the date of travel**.
  - Please list **ONE** ride **PER** line.
  - Lifeworks cannot reimburse tips or promotional credits.
  - Uber Cash and Lyft Cash can only be reimbursed if you have proof of payment for the added funds.

Lifeworks Coordinator: _____ **Month:** _____ (**ONE** month per request form)

Client Name/ID: _____ **Support Manager:** _____

Please Issue Check to: _____

Mail Check to (Address): _____

Date:	Address From:	Address to:	Amount Requested:
EX: 8/15/2025	6636 Cedar Ave S, Richfield, MN, 55423	14655 Evendale Way, Apple Valley, MN, 55124	$16.99

Total: _____

To avoid a delay in payment, check the boxes below to verify the information below :

☐ There are enough funds in the budget to process this request.

☐ The form is signed and dated by the Support Manager.

Support Manager Signature (Required) _____ **Date:** _____

LIFEWORKS.ORG

6636 Cedar Ave S, Suite 250, Richfield, MN 55423

Phone: 866-454-2732 | Fax: 651-454-2773 | Email: reimbursements@lifeworks.org

Lifeworks Services, Inc. is a 501(c)(3) private, nonprofit organization and an equal opportunity employer. This information can be provided in an alternative format upon request.