



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 mileage requests up to 10 months past the date of travel.
 - Please list **ONE** ride **PER** line.
 - Lifeworks cannot reimburse tips, Uber Cash, or Lyft Cash used for payment.

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.

Updated 8/25/2025