

NOTICE OF CHANGE IN STUDENT TAXI VOUCHER PROGRAM

Effective July 1, 2009, the current Student Taxi Voucher Program will be changed to the **Student Taxi Reimbursement Program**.

Students should continue to go to the Security Desk located in the lobby of Boston Medical Center, East Pavilion by the Emergency Department. The Public Safety Officer will provide a Student Taxi Reimbursement Form to the student to complete, sign and date. The student is responsible for paying the taxi fare at the time of the taxi trip. When the trip is complete, obtain a receipt from the driver that shows the Date and Time of the trip, Destination Address, Fare Amount, Tip Amount, and Total Amount.

To request reimbursement (Not to Exceed \$10.00) for or towards the taxi fare, present the yellow copy of the Student Taxi Reimbursement Form together with your Taxi Receipt to your School's Student Affairs/Services office, within 30 days of the Taxi trip. Requests for reimbursements submitted after 30 days following the Taxi Trip are not eligible for reimbursement.



Taxi Reimbursement Program for BU Medical Campus STUDENTS

The purpose of this program is to provide a safe alternative for BU Medical Campus students who might ordinarily walk to their local residence or to local MBTA stations (to get home) after dark and on weekends/holiday nights when the Evening Shuttle is not in service. Taxi reimbursement (**maximum of ten dollars**) may be obtained for taxi fares incurred on **SATURDAY, SUNDAY OR HOLIDAY EVENINGS between Dusk and 1:00 a.m.** Reimbursement of taxi fares is restricted to BU Medical Campus Students who travel to a local neighborhood location (where they reside) or to a local MBTA station, **WITHIN A 2-MILE RADIOUS of 70 East Newton Street.**

What: Taxi Reimbursement Program for weekend and holiday nights

Who: Boston University Medical Campus Students only: **Valid BUMC ID required**

Why: The purpose of this program is to provide a safe alternative for BU Medical Campus students who might ordinarily walk to their homes or to MBTA stations (to get home) after dark on weekend and holiday nights when the Evening Shuttle is not in service.

When: **Weekend (Saturday & Sunday) and holiday evenings** only between DUSK and 1:00AM. Please note: Monday through Friday (except holidays) transportation is provided by the Evening Shuttle.

Where: Local MBTA stops and students' residences located **within a 2-mile radius of 70 East Newton Street.** **If you need to determine if your home is within the authorized range, please check on mapquest.com to calculate the distance from 70 East Newton Street, zip code 02118.**

Directions to Taxi Pick-up Location: From the Medical School: Go to the 2nd floor of the L-building, walk towards the hospital, over the East Newton Street bridge (Starbucks) and walk down the stairs into the main lobby. Take a left, follow the sign to Emergency and look for the lighted Security Station.

The location for pickup is **70 East Newton Street:** just outside the doors to the ER where the ambulances arrive.

How: Students should go to the Security Desk located in the lobby of Boston Medical Center, East Newton Pavilion by the Emergency Department. Students are required to present a valid Boston University Medical Campus ID to the officer. The Public Safety officer will provide a Student Taxi Reimbursement Form to the student to complete, sign, and date. There are taxi phones on an adjacent wall. The student is responsible for paying the taxi fare at the time of the taxi trip. When the trip is complete, obtain a receipt from the driver that shows the Date and Time of the trip, Destination Address, Fare Amount, Tip Amount, and Total Amount.

Should you have any questions that the Public Safety Officer is unable to answer, request the officer to contact a supervisor.

Reimbursement for Taxi Fare: To request reimbursement (Not to Exceed \$10.00), present the yellow copy of the Student Taxi Reimbursement Form together with your Taxi Receipt to your School's Student Affairs/Services office, within 30 days of the Taxi trip. Requests for reimbursements submitted after 30 days following the Taxi trip are not eligible for reimbursement.

OTHER IMPORTANT INFORMATION

- Taxi Reimbursement Form applies only to taxi trips used on evening of issuance. Unused forms must be returned to Public Safety Officer/Security Desk.
- MAXIMUM TAXI REIMBURSEMENT AMOUNT IS \$10, based on City of Boston regulated rates of \$5.00 for 1st mile and \$2.80 for 2nd mile, plus Tip, which may not exceed 15% of the taxi fare.
- The Student Taxi Reimbursement Form is forwarded by Public Safety to the Office of Financial & Business Affairs (OFBA) for review, after which OFBA forwards to the appropriate Student Affairs/Services office. You are given the yellow copy of this form to present to your Student Affairs/Services office for reimbursement (Not to Exceed \$10) for your taxi fare.
- When your taxi trip is complete, enter the taxi fare, tip and total amount on your copy of the Student Taxi Reimbursement Form and bring to your respective School's Student Affairs/Services office. You are encouraged to email Studenttaxivouchers@bu.edu with any Taxi trip issues.
- Students participating in this program understand that transportation is provided by a third party and that Boston University cannot be held responsible for the performance of the vendor. Participants assume full responsibility for any risk that may result from participation in the program.
- Proper use of this program is to some extent based on the honor system. In addition, abuse or violation of taxi reimbursement protocol (e.g., going beyond the specified 2-mile limit) may result in termination of privileges to utilize the program.