



LYFT RIDES

Lyft, a JHU vendor, provides Lyft Ride Passes for RSOs. This service is available for all domestic US travel. The process is outlined below.

Lyft Ride Passes

Codes:

- This is a great product if there is a group traveling to/from an event and you would like to cover the cost of that ride or a portion of that cost. These get distributed to users and can be entered into each traveler's app

The group user account is set up for a predetermined dollar amount based on responses to questions in the Travel & Hotel Accommodations Request form on Hopkins Groups. This is done by the Leadership Engagement & Experiential Development office.

Monthly billing is based on actual usage, and no down payment is required

Invoices will be added to the chat in the Travel & Hotel Accommodation Request form. A purchase request will need to be completed by a the RSO. It is the responsibility of that member to notify a financial officer of the RSO within 5 days of notification. If this action is not completed within the aforementioned timeframe, loss of privilege is possible.

Requesting Lyft Rides

Submit a Travel & Hotel Accommodation request on Hopkins groups

Provide the following information:

Dates

- * Travel dates and time

Destination and Purpose

- * Location (including hotel, campsite, etc.)
- * Event name/purpose (social, retreat, service project, etc.)
- * Address/City/State/Zip code

Group Information

- * Group name
- * Budget number (cost center or IO)
- * Number, names, and contact of passengers (including their emergency contacts)

Reimbursement request for tolls and parking fees is allowable

Students must complete the Travel Request Form before embarking on any out of state travel