Thank you for volunteering as a driver for the Voucher Program! After completing a trip for a client in the program you’ll submit the voucher for reimbursement. Below are the instructions on how to submit vouchers:

1. You (the “driver”) will fill out the “Driver Details” on the front of the voucher. This will include your name, phone number, email, and address.

2. The “receipt”. There is a section separated by a dotted line on the right hand side of the voucher. This section is optional, but may be used as a “receipt” to track total miles or redeem a lost voucher. It will have the vital information found on the larger portion.

3. It’s time to sign! Do so AFTER you have completed the trip and verified that the information is correct. Vouchers will not be accepted unless all sections are filled and there is a signature from you and the client. You may submit these vouchers by mail to:

   **UTA Coordinated Mobility Department**
   699 W 200 S, SLC, UT 84102

Or have them scanned in by the directing agency. Please allow 6-8 weeks after submitting your voucher to receive your reimbursement.