



San Francisco Department of Public Health

Barbara A. Garcia, MPA
Director of Health

City and County of San Francisco
Edwin M. Lee
Mayor

To: DPH Employees

From: Barbara Garcia, Director of Health

Date: July 1, 2016

Subject: Ridesharing as Alternative Mode of Transportation for Business Travel

This memo explains DPH's travel policy regarding the use of ridesharing or ridesourcing companies such as Uber, Lyft, Sidecar, etc.

Background

The Controller's guideline on employee travel and training has a policy on taxi reimbursement. However, there are no guidelines on reimbursement for ridesharing services. In light of ridesharing's popularity, convenience and cost-effectiveness, DPH is including ridesharing as an option during employees' official business travel.

Policy

Ridesharing is permissible when necessary, practical, and cost effective. Effective immediately, ridesharing services will be reimbursed as an allowable method for business related travel. Receipts for ridesharing services must be included in travel reimbursement requests.

Ridesharing is permissible for local transportation only when public transit or other lower cost transportation is not an option. A memo justifying the use of ridesharing services, approved by your supervisor, must be submitted to Fiscal to receive reimbursement of local field expense.

cc: Greg Wagner
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Willie Lim
Myrna Boongaling