



Eligibility

- ## Enrollment

- ## Submitting Mileage Reimbursement Requests

- ## Eligible Trips

- ## Reimbursements Guidelines

- Revised 20260729

- Supporting documentation must correspond to the matching trip dates listed on the mileage reimbursement form. Incomplete or mismatched submissions may delay or prevent reimbursement.
- Both the passenger and the driver must sign the reimbursement form, certifying that all information provided is true and accurate.
- Drivers may not claim reimbursement for the same trip on behalf of more than one pre-approved passenger. Such claims will be considered misuse of the program and will not be reimbursed.
- Reimbursement requests received after the 3rd day of the month following the month of travel will be denied.
- When reimbursement forms are submitted on time and completed correctly, reimbursement will be issued to the passenger by the end of the month following the month of travel.
- Passengers must notify ASJ immediately of any address changes and update the reimbursement form (if it has not yet been submitted) to avoid processing delays.

Contact Information

Mail or Deliver in Person

Attn: Access San Joaquin (ASJ)
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