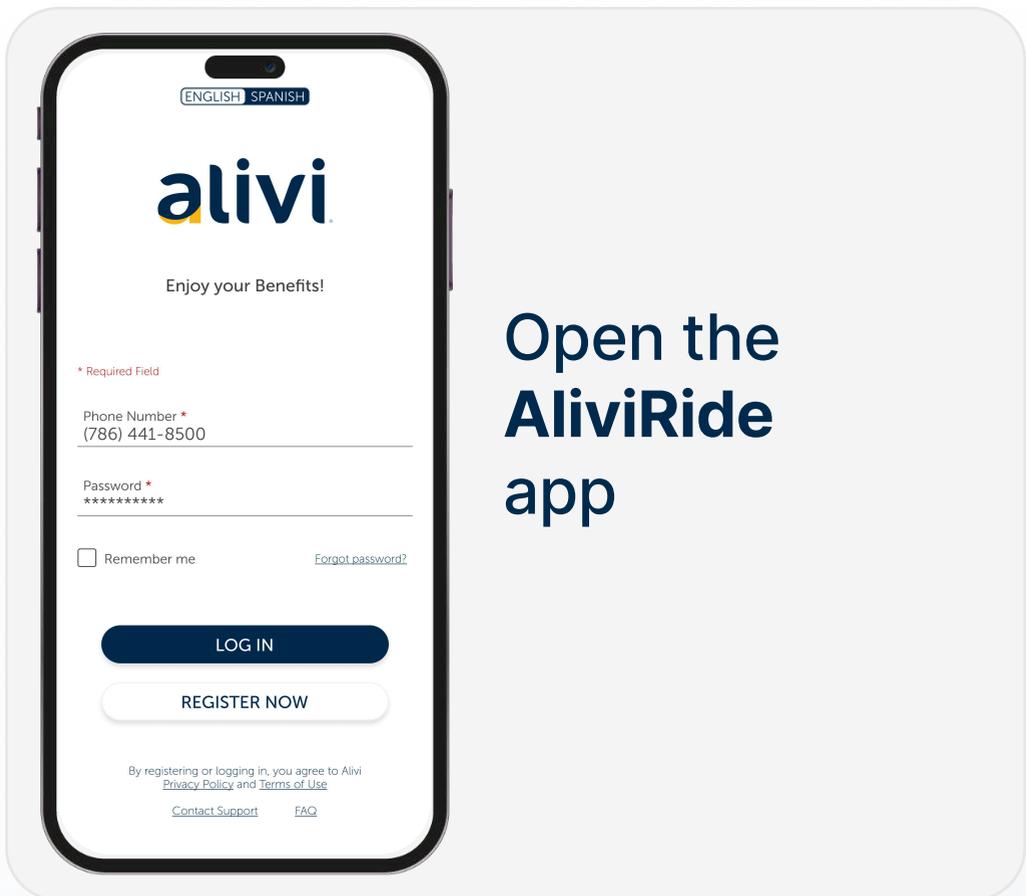


Mileage Reimbursement: How it works

It's a simple way to track your trips and get reimbursed for the miles you travel.

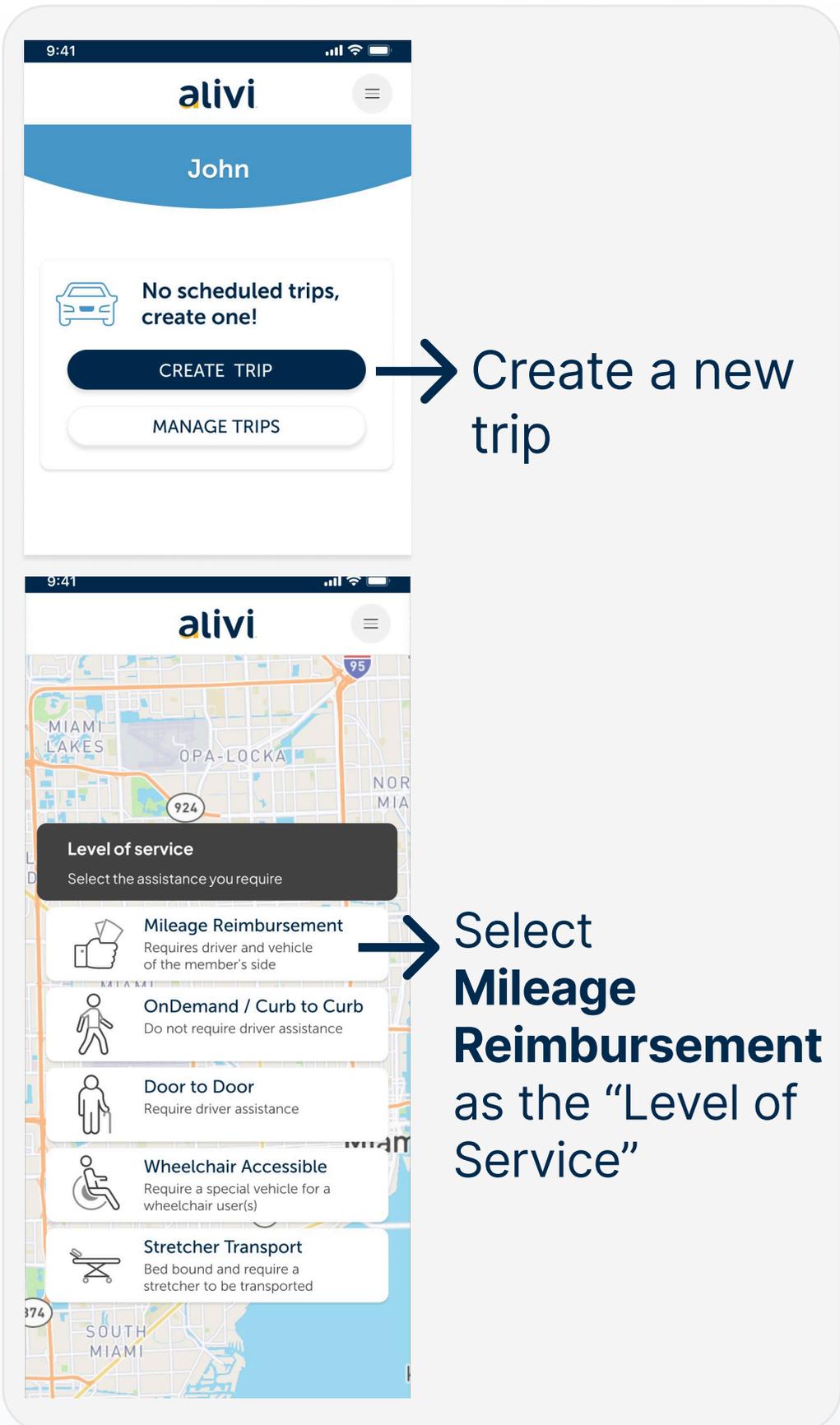
By using the Aliviride app, you can create, manage, and complete rides efficiently while ensuring accurate tracking with GPS.



Open the
AliviRide
app

Step 1

Create trip and select Mileage Reimbursement as the “Level of Service”



Step 2

Add your driver

The image shows two screenshots from the 'alivi' mobile application. The top screenshot displays the 'Saved drivers' section with two entries: Saige Caddal (1234567) and Amelie Madden (1234567). Below the list are two buttons: 'ADD NEW DRIVER' and 'GO BACK'. A blue arrow points from the 'ADD NEW DRIVER' button to the text 'Select your driver'. The bottom screenshot shows the 'Add new driver' form with fields for First Name (Lauren), Last Name (Rojas), Date of birth (14/07/2000), Driver's license (1234567), Driver's license file (MyLicense.jpg), Relation to the member (Parent or Legal Guardian), and Email (danythequeen@got.com). A yellow warning box states: 'Please save the correct address so that we can make the payment accurately.' Below this, there are fields for Address (Fake street 123 NW), City (Miami), County (32), State (Florida), and Zip Code (1234567). At the bottom are two buttons: 'SAVE DRIVER' and 'CLOSE'. A blue arrow points from the 'SAVE DRIVER' button to the text 'Complete the form and press SAVE DRIVER'.

Select your driver

If you do not have your driver saved, tap **ADD NEW DRIVER**

Complete the form and press **SAVE DRIVER**

Step 3

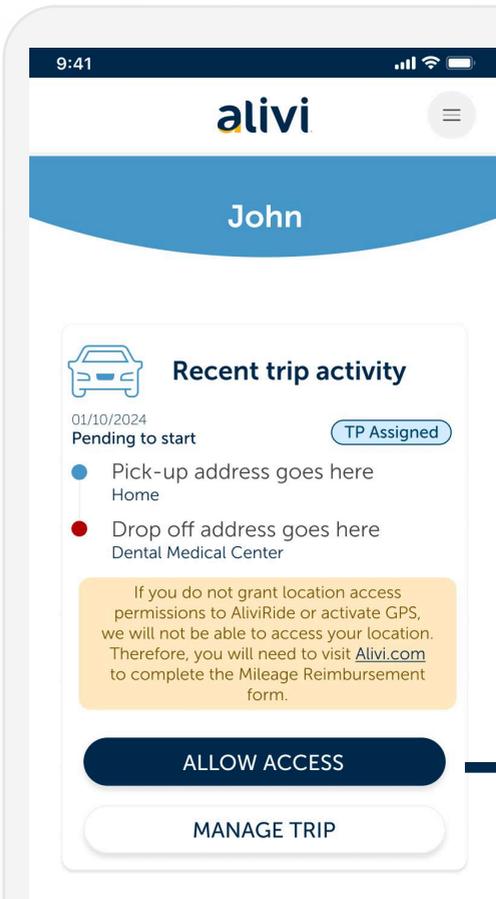
Book your trip

First, set your destination and then your pickup address

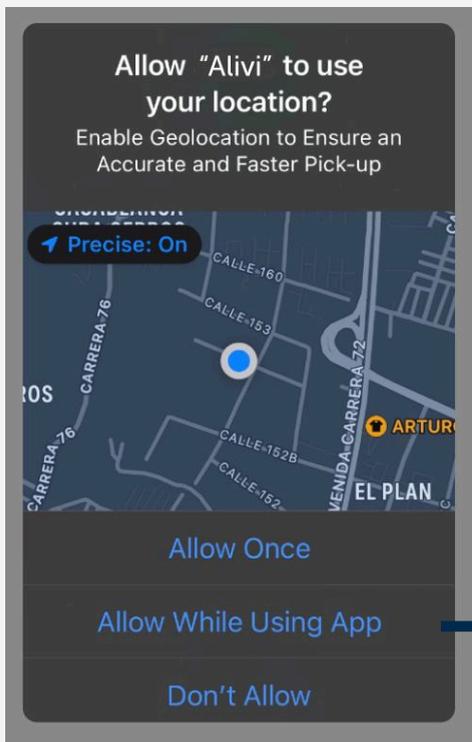
Set trip details and then press **BOOK**

Step 4

Share GPS location



Tap **ALLOW ACCESS** to share your location during your trip

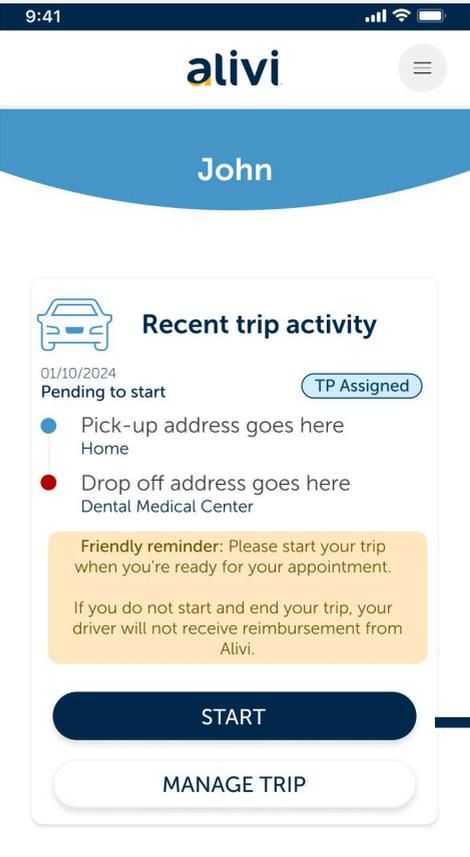


Select **Allow While Using App**

In order to receive reimbursement, you must share your location with Alivi. By doing so, you will not need to submit a form.

On the day of the ride

Start your trip



9:41

alivi

John

Recent trip activity

01/10/2024 TP Assigned

Pending to start

- Pick-up address goes here
Home
- Drop off address goes here
Dental Medical Center

Friendly reminder: Please start your trip when you're ready for your appointment.

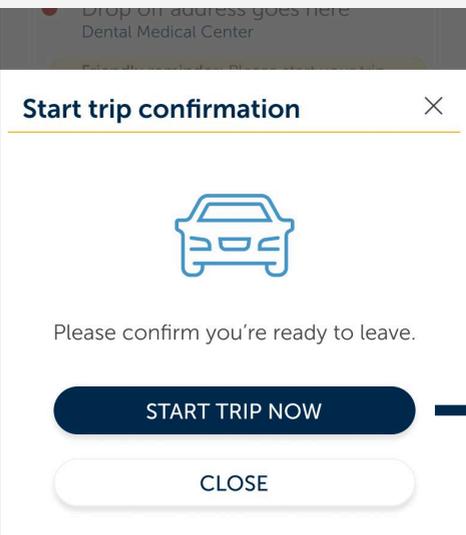
If you do not start and end your trip, your driver will not receive reimbursement from Alivi.

START

MANAGE TRIP

→

Tap **START** when you're ready to go from your pickup address



Drop off address goes here
Dental Medical Center

Start trip confirmation ×



Please confirm you're ready to leave.

START TRIP NOW

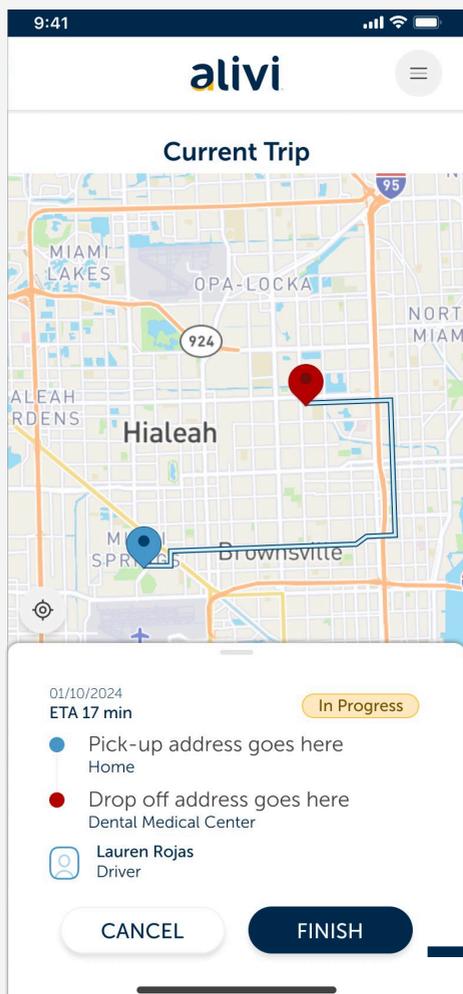
CLOSE

→

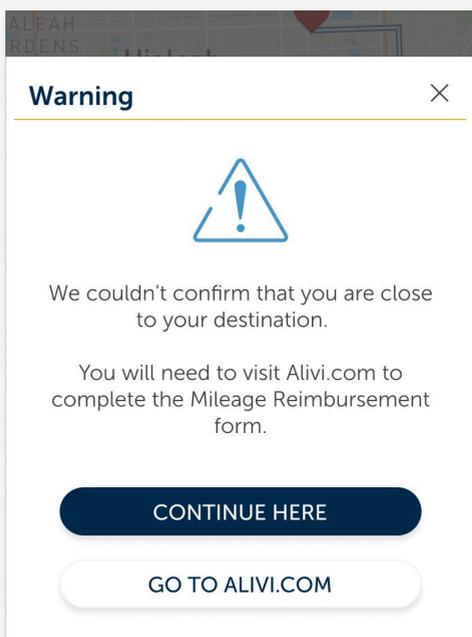
Then Press **START TRIP NOW**

On the day of the ride

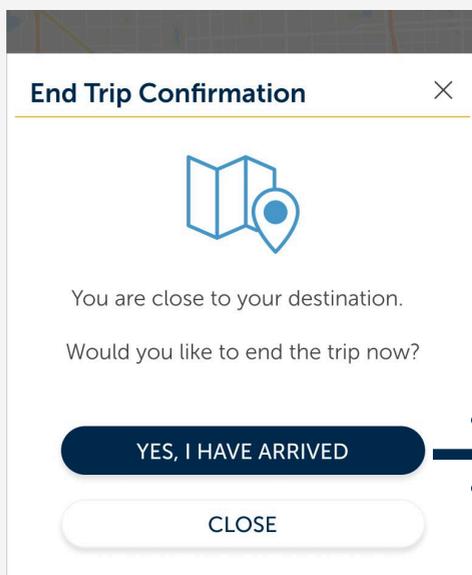
Finish your trip



Press **FINISH** when you've arrived to your destination



If you did not start/end your trip accordingly, you will need to download the Mileage Reimbursement form on Alivi.com



Press **YES, I HAVE ARRIVED** once you reach your destination

Your driver will receive reimbursement via a check sent to the address you saved for them between 5-7 days after your trip.