



# Transportation Department

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Mailing Address: P.O. Box 471 • Boulder, Colorado 80306 • [www.bouldercounty.org](http://www.bouldercounty.org)

## Trip Tracker Business Agreement

Trip Tracker encourages & rewards students and staff for walking, biking, skating, scooting, carpooling, or busing (RTD or School Bus) to & from school. The goal is to reduce automobile congestion, therefore reducing pollution while increasing safety and student readiness to learn. Households keep track of participants' travel and report it monthly. Based on the reported trips, rewards in the form of Tracker Bucks are calculated and distributed once per month on Tracker Buck Distribution Days. Tracker Bucks can then be spent like cash at locally-owned, participating Trip Tracker Businesses. *Please note that Tracker Bucks cannot be used to purchase alcohol, smoking &/or tobacco related products.*

Trip Tracker runs from August-May each school year. The first Tracker Bucks Distribution Day occurs in October (for reported September trips). The last Tracker Bucks Distribution Day occurs in May (for reported April trips). Every Tracker Buck has a May 31 expiration date printed on it. The Trip Tracker Program buys the Tracker Bucks back from participating businesses at 50 cents on the dollar.

As a Trip Tracker Business you agree to:

- 1) Accept Tracker Bucks like cash and ensure all staff is prepared to do so.
- 2) Prepare a monthly invoice stating how many bucks/color you have collected. Invoices should include a minimum of 20 Tracker Bucks. If you have fewer than 20 Tracker Bucks, simply roll them into the next month until you have enough or until the final invoice is requested in June.
- 3) Submit each invoice for reimbursement 1 of 2 ways:
  - a. Request a pick up via: [triptracker@bouldercounty.org](mailto:triptracker@bouldercounty.org)
  - b. Mail to: Boulder County Transportation Department  
Attn: Trip Tracker  
P.O. Box 471  
Boulder, CO 80306

Boulder County also needs a copy of your business' W9 form prior to or when you submit your first invoice. At any point, your business may set or lift a limit of how many Tracker Bucks your business(s) will accept. The cost for your business to participate in the program will be determined by the amount of Tracker Bucks spent.

Your business can participate in the program for as long as you like. If you decide that the program is not a good fit, notify the Trip Tracker Program Coordinator and submit a reimbursement invoice for the amount of Tracker Bucks currently collected. Both entities will announce that you are no longer participating.

*I have read the program information and wish to have my business participate.*

Business Name: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_

Business Address(es): \_\_\_\_\_

Please list additional addresses on the back side.

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Type (Please Circle All That Apply):      Food/Drink      Experience      Shopping

Social Media Handle(s): \_\_\_\_\_

Owner/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trip Tracker Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Last Revised 08/2019