

HELPFUL TIPS FOR SUCCESSFULLY COMPLETING AND FILING YOUR MEDICAL MILEAGE REIMBURSEMENT REQUEST

1. Complete your Medical Mileage Reimbursement form legibly. If your form cannot be read, it cannot be processed.
2. Use one row for each round trip. Each trip listed should match with a medical service provided for yourself or eligible dependent.
3. Submitting the Medical Mileage form does not require that you submit supporting documentation, however, IRS regulations state that you should retain appropriate documentation to support corresponding medical trip you list on your mileage log.

Documentation for the medical mileage claim should include:

- The date of service (the date you incurred the expenses)
- Name of the service provider/or destination
- To whom the service was provided (patient's name)
- The total miles you traveled (round trip)

Retain the documentation in your files.

4. What is acceptable medical or prescription documentation to support your mileage log?

Examples of good documentation are:

- An Explanation of Benefits (EOB) from your insurance carrier showing the above information.
If the EOB indicates the procedure is not covered by your health insurance plan, you may be required to submit an itemized statement from the provider.
- For prescription drugs, a pharmacy statement including the name of the pharmacy, patient's name, date the RX was filled, patient's cost, RX number and name of the drug.
- For over-the-counter (OTC) medications, as of January 1, 2011, a doctor's prescription is required.

5. Sign your form: An unsigned form will stop your reimbursement.
6. Fax or Mail your form to the contacts listed on the front of this form.