



Mileage Reimbursement Program

LogistiCare offers a Mileage Reimbursement Program for clients that have a third party transport them to a scheduled doctor's appointment. **To ensure your driver is paid, your doctor/counselor must sign the voucher confirming your attendance at your appointment.**

Here's how it works:

1. When you call to schedule your trip you will receive a trip number. This trip number is required on the reimbursement form. **Write down the trip number and date of your trip on the reimbursement form as soon as you get it from the LogistiCare reservation specialist!** Forgetting to add this is a common mistake and will cause your reimbursement to be denied. Be sure to add it to your form before you forget!
 2. You must fill out the entire form **except** for the space for "Physician/Clinician Signature".
 3. Take the form with you to your medical appointment and have your doctor or counselor sign it. Your doctor or counselor should sign in the "Physician/Clinician Signature" space on the form.
 4. You can put up to seven trips on one form.
 5. **Please note that there can only be one driver on a form.** You must complete and send a separate form for each of the people driving you to your medical appointments.
 6. Once your form is complete, mail it to:
**LogistiCare Claims Department
Florida Mileage Reimbursement
1640 Phoenix Boulevard, Suite 110
College Park, GA 30349**
 7. The payment will be mailed within 15 days of the LogistiCare Claims Department receiving your completed reimbursement form.
 8. If you have any questions please call the LogistiCare Claims Department at 1-866-381-4853. If a live claims representative is unable to answer your call, please leave a detailed voice message. Messages will be returned within one business day. Be sure you leave the best phone number to reach you in your voice message.
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