**Section 1 - Participant Information & Approved Expenses:: *to be completed by UPCAP Care Manager***

|  |  |  |
| --- | --- | --- |
| Participant Name | Ph# | Apt# |
| Street Address | **City** | **State** | **Zip** |
| Directions to Home /Special Instns / Appt. Date & Time: |
| Per-Mile Rate: | **\_\_** | Fed. Rate @ .54} / | **\_\_** | Sppts Rate @ .17} / | **\_\_** | Attendant @ $10 / | **#** | Overnight Stays - $41.25 max w/receipt |
| Approved Meals:  | **#** | Breakfasts @ $4.50 / | **#** | Lunches @ $5.50 / | **#** | Dinners @ $11.75 |
| Section 2 – Medical Provider Information: *to be completed by UPCAP Care Manager* |
| Medical Provider Name  | Provider Ph# |
| Provider Street Address |
| City | **State** | **Zip** |
| \_\_ |  **🡸** Check if **One Time Appointment /** | \_\_ |  **🡸** Check if **Ongoing Appointments 🡳**  |
|  | **For ongoing appointments, indicate** (monthly, weekly, bi-wkly, 3X per wk, etc.): | (frequency) |
| Section 3 – Medical Transportation Information: *to be completed by Transportation Provider* |
| Transportation Provider Name | **Ph#** |
| Mailing Address | **Attn:**  |
| City | **State** | **Zip** |

 **🢃 Receipts Required** for **Lodging** only

 **Section 4 – Reimbursement: *to be completed by Transportation Provider***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Appt. Date | Appt.Time | Depart Time | Return Time | Medical Provider’s Signature | Round Trip Miles | Rate Per Mile | Trip Cost(Miles x Rate) | Lodging | MealTotal | Other Costs | Total |
| **Desc.** | **Amount** |
|       |       |       |       |  |       |       |       |       |       |       |       |  |
|       |       |       |       |  |       |       |       |       |       |       |       |  |
|       |       |       |       |  |       |       |       |       |       |       |       |  |
|       |       |       |       |  |       |       |       |       |       |       |       |  |
|       |       |       |       |  |       |       |       |       |       |       |       |  |
|       |       |       |       |  |       |       |       |       |       |       |       |  |
|       |       |       |       |  |       |       |       |       |       |       |       |  |
|       |       |       |       |  |       |       |       |       |       |       |       |  |
| Section 5 - Signatures / Attestations of Accuracy: | **Grand Total:** $ |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Participant Signature Date |  | **Transporter Signature Date** |
|  |  | *My signature certifies that I provided the above service(s) and did not receive any other payment for this transportation. I am not aware that the passenger received any other payment for this transport. 3/18* |
| Care Manager Signature Date |  |

**Reimbursement Form Instructions**

Use one **(1) form per month** for each Medical Provider or Transporter.

Use this form for **five (5) or less trips** made in a calendar month.

Reimbursement Request forms must be submitted to UPCAP within **30 calendar days** from the last svc date.

**Return Completed Reimbursement Request:**

UPCAP Contract Manager, PO Box 606, Escanaba, MI 49829 - Fax: (906) 786-5853

Reimbursements are processed one (1) time per month.

 **Section I. - Participant Information & Approved Expenses:**

* **Care Managers** fill out the MI Choice Participant’s Info and Approved Services *(mileage, meals, lodging)*.
* Directions/Special Instructions used to specify what door to use, assistance needed, attendant, etc.

 **Section 2. – Medical Provider Information:**

* **Care Managers** will complete this section - only one (1) Medical Provider per form.

 **Section 3. – Medical Transportation Information:**

* **The Transportation Provider** completes this section.
* Use only one (1) Transporter per form.
* This section will be BLANK if the Participant drives themselves.

 **Section 4. - Reimbursement for Driver (Volunteer, Participant, or Attendant)**

* Enter all approved dates, time, and expenses.
* Has the **Medical Provider sign** EACH appointment line.

 **Section 5. – Signatures / Attestations of Accuracy:**

* **All signatures** must be collected in order for Reimbursement to be issued.

**Meals -** *only when traveling out of the local area:*

- **Breakfast** (depart before 6 am & return after 8:30 am) $4.50 (includes tax)

- **Lunch** (depart before 11:30 am & return after 2 pm) $5.50 "

- **Dinner** (depart before 6:30 pm & return after 8 pm) $11.75 "

**Lodging:**  $41.25 max w/receipt (excludes tax)

**Other Approved Fees:** Actual

- **Approved Attendant** - *list under "Other Costs" column* $10

(Accompanies Participant into Appointment) Mar17