



## Mileage Reimbursement Pay Schedule

Dear Maine Beneficiary:

Enclosed please find a blank voucher with this letter. Feel free to make as many copies of the voucher as you need. **To ensure your driver is paid, your doctor/counselor must sign the voucher confirming your attendance at your appointment.**

Here's how it works:

**\*All routine trip requests must be called in 48 hours (two business days) prior to appointment**

1. When you call to schedule a reservation, you will be given a job/trip number.
2. Please confirm with the reservation specialist, that the correct person will be reimbursed. This includes the name, and address of the payee.
3. Write the job/trip number and the trip date on the voucher.
4. Fill in all blanks **except** the physician/clinician signature space.
5. Bring the voucher with you to your appointment and have the doctor or counselor sign it.
6. If you go more than once a month you can put several trips on one form.
7. **Only the person you designated as the "person to be paid" when you set up your reservation will be paid. If you have multiple people being paid, you must submit a separate form for each person.**
8. **Reimbursement request must be made no later than 60 days after you appointment date or it will not be processed.**
9. **Toll receipts must be submitted at the same time as the Mileage Reimbursement form.**
10. Mail the signed form to:

LogistiCare Claims Department-Maine  
P.O. Box 248  
Norton, VA 24273

For question about your mileage reimbursement claim call: Phone: 877-659-1308

Checks are mailed according to the following schedule:

Vouchers Due To Claims Office By	Check Is Mailed To You		Vouchers Due To Claims Office By	Check Is Mailed To You
12/02/2013	12/16/2013		06/26/2014	07/11/2014
12/16/2013	01/02/2014		07/10/2014	07/25/2014
12/26/2013	01/10/2014		07/24/2014	08/08/2014
01/09/2014	01/24/2014		08/07/2014	08/22/2014
01/23/2014	02/07/2014		08/21/2014	09/05/2014
02/06/2014	02/21/2014		09/04/2014	09/19/2014
02/20/2014	03/07/2014		09/18/2014	10/03/2014
03/06/2014	03/21/2014		10/02/2014	10/17/2014
03/20/2014	04/04/2014		10/16/2014	10/31/2014
04/03/2014	04/18/2014		10/30/2014	11/14/2014
04/17/2014	05/02/2014		11/13/2014	11/28/2014
05/01/2014	05/16/2014		11/26/2014	12/12/2014
05/15/2014	05/30/2014		12/11/2014	12/26/2014
05/29/2014	06/13/2014		12/24/2014	01/09/2015
06/12/2014	06/27/2014		01/08/2015	01/23/2015

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