



Mileage Reimbursement Program

Texas Star Plus

Dear member, thank you for your participation in LogistiCare reimbursement programs. In order for you or a designated person to be reimbursed for transportation to your medical appointments you must complete the following steps:

1. ***Call the LogistiCare reservation line prior to the date of your appointment and supply the following information:***
 - a. The date of you trip/or trips
 - b. Your departure and arrival information
 - c. The name of the person who will be reimbursed for providing you with transportation. Please be sure that you confirm the mailing address to ensure that the check is mailed to the proper address.
2. You will be supplied with a trip number for each of your medical appointments that you booked.
3. Write the Job/Trip number and the date of the trip on the voucher
4. Fill in all of the other blanks **except** for the Doctor's/Counselors signature space.
5. Take the voucher with you and have the doctor or counselor sign it
6. If you go more than once a month, you can put several trips on this form

***** **Important** *****

The person you designate as the driver when making your appointment will be the person that is paid at .44 per mile. If you have different people being paid, you must submit a separate form for each person.

Mail the signed voucher to:

Claim Dept: Texas Mileage Reimbursement
4832 E McDowell Rd, suite 100
Phoenix, AZ 85008
Phxclaimsops@Logisticare.com
866-418-9830

***Vouchers must be received within 30 days of your appointment or they may be denied. Checks are mailed according to the Mileage Reimbursement Schedule.