LogistiCare

Dear Maine Beneficiary:

Please review following the guidelines for expense reimbursement. ***Failure to complete the form correctly could result in denial of payment.***

a. LogistiCare is required to reimburse for meals and lodging expenses for authorized travel and escorts. The reimbursement amount will be based on the allowed state limitations per destination (region).

Your Responsibilities:

1- Submit a receipt for each and every reimbursement request
2- Submit the request within 60 days of travel for your last appointment date. Any receipts received after 60 days will be denied.
3- Fill out the reimbursement form completely; include the name of the person who is going to receive the reimbursement check and their mailing address.
4- No Reimbursement will be given without valid receipts.
5- Reimbursement will be limited to the amount of receipts submitted. If the amount submitted is less than the allowed daily amount, the compensation will only include the total amount of receipts.

Here are some tips:

- Make sure that the expense form is filled out completely.
- No meal reimbursements will be approved for the first day of travel unless preapproved by LogistiCare staff.
- Reimbursement will not be issued for any alcoholic beverages, medications, etc.
- Please make sure to include the **mailing** address the check should be sent to.
- Reimbursements will be limited to the maximum dollar amount allowed for your destination as determined by the GSA.Gov website and will only be processed with valid receipts; no cash will be reimbursed at any time.

Mail completed forms to: LogistiCare- Maine Operations
UR Department
400 Southborough Drive
South Portland, ME 04106

Effective January 2015:

- Checks will be mailed out within 30 days of their receipt in our office.

Caution: This information contains confidential and proprietary trade secrets, the release of which could cause competitive harm. It is not subject to disclosure under any freedom of information act or open records act law or regulation. Do not further disclose."

Reimbursement paperwork should be mailed to:
LogistiCare- Maine Operations
UR Department
400 Southborough Drive
South Portland, ME 04106