



## **Modivcare Meal Reimbursement Policy**

Modivcare will reimburse the following amount(s) for meals. The amount reimbursed will be based on the itemized meal and grocery receipts received.

### **Travel Meal Allowance**

#### **For Inter Island Travel and Out-of-State Travel:**

- Adults and children **10 years or older** can get up to **\$30.00 per day** when traveling for **2 or more days** and up to **\$15.00 for same-day (1-day) trips**.
- Children **9 years or younger** can get up to **\$15.00 per day**.

### **Non-Reimbursable Items**

We **do not reimburse** purchases of alcohol, personal care products, tips, cigarettes, luggage, parking fees, or non-food items (i.e., newspapers, greeting cards, lottery tickets, etc.)

### **How to Get Reimbursed**

1. **Submit a receipt** for every reimbursement request (only clear/legible copies of receipts will be accepted).
2. Receipts must show the **purchase date** and an **itemized list** of what was purchased.
3. **No reimbursement will be given without receipts.**
4. Submit your request within **365 days** of your travel or last appointment.
5. Fill out the reimbursement form **completely**. Make sure to include the name of the person to be reimbursed, their date of birth, and their mailing address.

### **Important Notes**

- Reimbursement will match the **total amount on the receipts**. If the total is less than the daily limit, only that amount will be reimbursed.
- Receipts submitted **after 365 days** will not be processed and will receive a denial notice.
- Only **authorized travel** and **escorts** qualify for meal reimbursements.
- Reimbursements are limited to the **maximum dollar amount** allowed. Only valid receipts will be processed – **reimbursement will not be made in cash**.

### **Where to Submit**

Mail the completed form and receipts to:

**Modivcare – Attn Travel Dept**  
4615 E Elwood St., Suite 300  
Phoenix, AZ 85040

OR

Email the completed form and receipts to:

**AirOpsMeals@modivcare.com**