

# Mileage Reimbursement Trip Log and Invoice Instructions

Dear beneficiary,

We have enclosed a blank reimbursement form with this letter along with instructions and a sample log for guidance. Feel free to make copies of the blank form for any future trips. You can also contact the MediDrive Reservation Line as well as visit [MediDrive.com](http://MediDrive.com) to obtain additional blank copies of the form.

## **Below outlines how to be reimbursed for mileage:**

- When you call to schedule your trip, you will receive a trip number. This trip number is required on the reimbursement form. **Write down the trip number and date of your trip on the reimbursement form as soon as you get it from the MediDrive reservation specialist.** Forgetting to add this is a common mistake and will cause your reimbursement to be denied. Be sure to add it to your form before you forget!
- You must fill out the entire form **except** for the space for "Physician/Clinician Signature".
- Take the form with you to your medical appointment and have your doctor or counselor sign it. Your doctor or counselor should sign in the "Physician/Clinician Signature" space on the form. **Please note that your doctor/counselor must sign the form as proof that you were at your appointment.**
- You can put multiple trips on one form.
- Please note that there can only be one driver on a form. You must complete and send a separate form for each of the people driving you to your medical appointments.
- Once your form is complete, please send your form via mail, email, or fax.

**Mail: MediDrive, P.O. Box 2310, Glen Allen, VA 23058**

**Email: [claimsva@medidrive.com](mailto:claimsva@medidrive.com)**

**Fax: 703-951-0444**

- The request for reimbursement is required on or before the day of the medical appointment, and the voucher must be received within 30 days, or it may be denied. If you are listing more than one appointment, you must submit the completed form within 30 days from the earliest appointment shown.
- Payment will be mailed within 4 to 6 weeks of the MediDrive Claims Department receiving your completed reimbursement form.

**If you have any questions, please call MediDrive Claims Department at 1-833-633-4374.**

Thank you,  
MediDrive

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## Guidelines for Completing the Mileage Reimbursement Trip Log

Below we provide guidelines for completing the Mileage Reimbursement Trip Log. Please adhere to the guidelines provided. **Failure to do so may result in denial of payment.**

- Please print all required information clearly, leaving enough space between words for legibility.
- Avoid using any special characters, symbols, or non-Latin script (e.g., #, @, \$, ~).
- Do not write on top of or above the title sections of the form.
- If an error is made, replace the form with a new one. Do not cross out, highlight, or annotate the form.
- Fill out the entire form and provide all the required information.
- Avoid using abbreviations or acronyms.
- Ensure that the form's text is oriented correctly and is not upside down or sideways.
- Use black or dark blue ink when filling out the form.