

Dear Care Improvement Plus member,

Enclosed with this letter is a mileage form. You can make copies of the form for your other trips. You may also contact the LogistiCare Reservation Line to request another copy of the form be sent to you. There is an online version of the form at the Member Website (<https://memberinfo.logisticare.com>).

**Please note that your doctor/counselor must sign the form.** If your form is incomplete, you will not receive payment for your trip. The reimbursement rate is \$0.50 per mile. The distance will be calculated as the number of miles from your home to your appointment.

Here's how it works:

1. When you call to schedule your trip you will receive a trip number. This trip number is required on the mileage form. **Write down the trip number and date of your trip on the mileage form as soon as you get it from the LogistiCare reservation specialist!** Forgetting to add this is a common mistake and will cause your form to be denied. Be sure to add it to the form before you forget!
2. You must fill out the entire form **except** for where the form says "Physician/Clinician Signature".
3. Take the form with you to your appointment and have your doctor or counselor sign it. Your doctor or counselor should sign where the form says "Physician/Clinician Signature".
4. You can put up to seven trips on one form.
5. **Please note that there can only be one driver on a form.** You must complete and send a new form for each of the people driving you to your appointments.
6. Once your form is complete, mail it to:  
**LogistiCare Claims Department  
Care Improvement Plus Mileage Reimbursement  
2552 West Erie Drive Suite 101  
Tempe, AZ 85282**
7. The payment will be mailed within 30 days of the LogistiCare Claims Department receiving your completed mileage form.
8. If you have any questions please call LogistiCare at 1-877-564-5665. If a claims representative is unable to answer your call, please leave a detailed voice message. Messages will be returned within one business day. Be sure you leave your phone number with your message.