



Phone (315) 788-0422 Fax (315) 788-8021

Step-by-Step Guide to Self Drive Reimbursement

1. Request a reimbursement form from the VTC. We can mail, email or fax you a form. You can even go our website and download your own form.
2. Call MAS to request an invoice number.
3. Complete the form and return it to the VTC within 30 days of the trip. All forms received by every other Thursday will be reimbursed the following Friday. See attached schedule. Forms may be returned to:

By mail: Volunteer Transportation Center
203 N.Hamilton Street Watertown, NY 13601

By Fax: (315) 788-8021

By Email: reimbursement@volunteertransportation.org

4. If you would like to have your reimbursement direct deposited into your bank account, please complete and return the enclosed form.

Questions? Call Honey Marie at (315) 788-0422 x2908.



Mileage Reimbursement

Mail Claims to:

Volunteer Transportation Center, Inc.
24685 US Hwy 37
Watertown, NY 13601

Multiple Appointments

County of Medicaid	
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Medicaid Enrollee:

Medicaid #:
Name:
Physical Address:
Mailing Address:
City/State/Zip:
Phone:
SSN:
Change in address?

Driver Information (If not Enrollee):

Name:
Relation to Enrollee:
Physical Address:
Mailing Address:
City/State/Zip:
Phone:
SSN: (Required for Payment)
Change in Address?

Invoice #	Date:	Provider Name:	Provider Address:	Provider Phone:	Provider Signature:
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Enrollee/Driver:

As a driver for the Medicaid Enrollee, I certify that I provided transportation for the above listed appointment on the date indicated. I am claiming reimbursement for such travel. I understand that in signing below, I am claiming that the above information, including addresses, are true. False statements may result in the referral to the Office of Medicaid Inspector General for investigation of Medicaid fraud.

Medicaid Enrollee Signature: _____ Date: __/__/__

Driver Signature: _____ Date: __/__/__