



Dear Member,

Included with this letter is a blank Trip Log. Use this Trip Log when you have approved meal and lodging reimbursement and you want to be paid through member reimbursement. You can make as many copies of the Trip Log as you need.

**Receipts must be submitted for payment consideration. Meal reimbursement is \$7.20 per meal, maximum of 3 meals per day. Lodging is limited to \$49.61 per stay.**

1. Call before your appointment to schedule your trip. You will be given a reference number. This is also called a trip number.
2. Please confirm when you schedule your trip that the meal and lodging is approved.
3. Write the trip number and the date of the trip on the Trip Log.
4. Enter all the information in each section **except** the Medical Provider Name & Phone, Provider Signature and Total Miles space.
5. The receipts for approved meals and/or lodging must be present in the Trip Log for the approved date of service.
6. Several meals and/or lodging may be entered on one form.
7. Only approved meals and lodging will be paid.
8. Fax, mail or email completed form to: (562) 236-4143

**Secure Transportation Company  
Attn: Member Reimbursement  
12800 Center Court Drive South,  
Suite 120  
Cerritos, CA 90703**

Email: [MREncounters@SecureTransportation.com](mailto:MREncounters@SecureTransportation.com)

9. We mail the reimbursement checks within 30 days from the date we get your Trip Log.
10. **This form must be filed and submitted to Secure Transportation within 90 days of the service date for payment to be processed.**

**If you have any questions or concerns about completed trips, please email us at [MREncounters@SecureTransportation.com](mailto:MREncounters@SecureTransportation.com).**

***\*Please wait at least 15 days from the date you mail Trip Logs before inquiring about payment status.***