



Dear Member,

Included with this letter is a blank Trip Log. Use this Trip Log when you have someone drive you to your appointment and you want the driver to be paid through mileage reimbursement. You can make as many copies of the Trip Log as you need.

**Your doctor or counselor must sign the Trip Log to verify you were at your appointment. This must be done so the driver can be paid.**

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 person entered as the driver is correct. This includes the name, phone number, and address of the driver. The driver is also called the payee.
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 Provider Signature space.
5. The provider must sign the Trip Log at the time of the appointment.
6. Several trips may be entered on one form.
7. Only the person you designated as the driver when you scheduled your trip will be paid. If you have several people who drive you to appointments, you must fill out a separate form for each driver
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.***