



Modivcare Meal Reimbursement Policy

Modivcare will reimburse the following amount(s) for meals. The amount reimbursed will be based on the itemized meal and grocery receipts received.

Travel Meal Allowance

For Inter Island Travel and Out-of-State Travel:

- Adults and children **10 years or older** can get up to **\$30.00 per day** when traveling for **2 or more days** and up to **\$15.00 for same-day (1-day) trips**.
- Children **9 years or younger** can get up to **\$15.00 per day**.

Non-Reimbursable Items

We **do not reimburse** purchases of alcohol, personal care products, tips, cigarettes, luggage, parking fees, or non-food items (i.e., newspapers, greeting cards, lottery tickets, etc.)

How to Get Reimbursed

1. **Submit a receipt** for every reimbursement request (only clear/legible copies of receipts will be accepted).
2. Receipts must show the **purchase date** and an **itemized list** of what was purchased.
3. **No reimbursement will be given without receipts.**
4. Submit your request within **365 days** of your travel or last appointment.
5. Fill out the reimbursement form **completely**. Make sure to include the name of the person to be reimbursed, their date of birth, and their mailing address.

Important Notes

- Reimbursement will match the **total amount on the receipts**. If the total is less than the daily limit, only that amount will be reimbursed.
- Receipts submitted **after 365 days** will not be processed and will receive a denial notice.
- Only **authorized travel** and **escorts** qualify for meal reimbursements.
- Reimbursements are limited to the **maximum dollar amount** allowed. Only valid receipts will be processed – **reimbursement will not be made in cash**.

Where to Submit

Mail the completed form and receipts to:

Modivcare – Attn Travel Dept
4615 E Elwood St., Suite 300
Phoenix, AZ 85040

OR

Email the completed form and receipts to:

AirOpsMeals@modivcare.com