

Return to: 105/125 Department  
800.258.1415  
515.286.4244 fax

## IBIS 125 Advantage Plan

### Medical Travel Expense Request

*Attach to Claim Reimbursement Form*

Iowa Bankers Insurance & Services, Inc  
PO Box 6210  
Johnston, IA 50131

<b>Employer Name/Location</b>	<b>Billing/Routing Number</b>
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**1. Employee Information**

Name	Social Security Number
Address	State
City	Zip
E-mail	Phone #
I certify that the medical transportation as set forth below was incurred by me and/or my eligible dependents. Signature	Date

**IRS Rates for Mileage**

Effective 1/1/10  
\$.16.5

**2. Medical Travel Expense Request - Itemize each trip/one line per trip**

Starting Address	Ending Address	Dates/service	Reason for travel	Total Miles	Rate	Total Expense	Meal(s) charges	Parking fees	Total expenses

**Transportation Expenses:** Will qualify if the expenses are primarily for and essential to medical care. These include car expense, ambulance services, bus fares, taxi, train, plane, or ferry. Instead of actual car expenses, a standard mileage rate for use of a car to obtain medical care is allowed. Parking fees and tolls can also qualify. Mileage is only reimbursable if the only reason for the trip is a medical purpose.

**Meal Expense:** Will qualify if the main reason for being there is to receive medical care.

**Lodging Expenses:** Will qualify at a hospital or similar institution if the main reason is to receive medical care.

**Lodging Expenses, not at a hospital or institution:** Up to \$50 per night will qualify if these conditions are met: (1) the lodging is primarily for and essential to medical care; (2) the medical care is provided by a physician in a licensed hospital or medical care facility related to a licensed hospital; (3) the lodging isn't lavish or extravagant; and (4) there is no significant element of personal pleasure, recreation, or vacation in the travel. If a parent is traveling with a sick child, up to \$100 per night will be allowed.

**Lodging for a Companion:** Will qualify if accompanying a patient for medical reasons and all of the conditions above are also met.

**Make sure all necessary receipts are attached.**

