

Morrison County Non-Emergency Medical Transportation Trip Log Reimbursement Request

Patient: _____

Month: _____

I declare under penalties of law this account claim or demand is just and correct and that no part of it has been paid.

"I certify that I received the reported transportation service."

Name of Driver: _____

Payment Address: _____

License Plate Number: _____

Office Use Only

PMI:

DOB:

CASE:

Worker #

Signature of Patient IF NOT payee: _____

parent or guardian if the patient is less than 18 years of age

Signature of driver attesting to the following: _____ "I certify that I have accurately reported in this record the trip miles I drove and the dates and times I actually drove them. I understand that misreporting the miles driven and hours worked is fraud for which I could face criminal prosecution or civil proceedings.

You must submit a separate form for each PATIENT with proof for each appointment

Designate a.m. and p.m.

Approved: _____ **Date:** _____

Total

Accounting use only: _____ Travel

Meals

Lodging

Parking

Mail or fax your completed voucher to: Morrison County Social Services, 213 1st Ave SE, Little Falls MN 56345
Fax: 320-632-0225 01/2026

Morrison County Social Services

Notice of Access Service Availability to Eligible Minnesota Health Care Program Recipients

Our goal is for you to receive quality Health Care. We may be able to help you with transportation expenses you incur for your medical care or to attend an appeal hearing. Based on our Health Care Access Plan and Medical Assistance requirements, Morrison County will pay for the most cost-effective form of transportation for your medical care.

- If you drive your car or have a friend, relative, or someone in your household drive your car for you, you are eligible to receive mileage reimbursement.
- MorrTrans bus fares will be reimbursed at the rate charged.
- If you need a volunteer driver, it is possible for us to assist you. A 48-hour advance notice is required to make these arrangements. Contact your team within the Income Maintenance unit regarding our policies for arranging this form of transportation. Call the number on your notice or use the toll-free number at 1-800-269-1464.
- If you are enrolled in a health plan and are in need of specialized transportation, you will need to contact your health plan.
- Mileage reimbursement or volunteer driver services are available to covered medically necessary services obtained from a primary care provider within thirty miles of your home and specialty care providers within sixty miles of your home. **Prior approval is required for mileage outside the 30/60 mile standards.** (Minnesota Statue 256B.0625, Subd. 17, (b))
- googlemaps.com is used to determine shortest mileage for all reimbursement requests.
- We can assist you with interpreter service if necessary.
- We may be able to pay your transportation expenses up to three months prior to your beginning eligibility for medical assistance.
- If you appeal a health care decision, we can assist with your travel and/or child care expense while you are at the appeal.
- **We require that all claims be submitted no later than the last day of the month following the month of the appointment.** Example: Date of service = March 5th. Request for reimbursement must be received by April 30th.
- You must submit your claim on a voucher provided by Morrison County and you must provide proof of attending a medical appointment. **(All medical appointments must be verified and receipts for expenses such as meals, parking, lodging) Agency may verify with provider that you attended appointment.**
- Meals, lodging, and parking: You may be able to receive payment for these expenses. You must provide receipts for all. Breakfast will be allowed if you are in a travel status before 6:00 am, Lunch is allowed if required to stay overnight or need to be at the medical facility and would not be home by 1:00 pm or must leave home before 11:00 am. Dinner is allowed only when required to stay overnight or be in travel status after 7:00 p.m. Lodging expense is limited to \$50.00 each night unless a higher rate is authorized by Morrison County. If there is a medical necessity for someone to go to the appointment with a recipient, we may need verification from your doctor in order to pay for his/her meals and lodging. For clients to be eligible for meal reimbursement the provider must be at least 30 miles from client's home and 75 miles to be eligible for lodging reimbursement.
- **Prior approval is required for all lodging.**
- A copy of our Health Care Access Plan is available upon request by calling the number on your most recent notice or online <https://www.morrisoncountymn.gov> . (Use search words Health Care Access in web search)

***Contact Morrison County Social Services when you need additional vouchers mailed to you.**

Important Notice:

If you choose to get medical care from a provider that is not the closest provider capable of providing the care you need, you may have to pay for your own transportation costs. This includes emergencies when you can get the services needed at a closer location.

Provider waiver forms are required for services beyond your closest provider. Recipients on a Managed Care Health Plan will not need a provider waiver form unless they are attending an appointment beyond the 30 (one way) mile limit for Primary Care Providers or 60 (one way) mile limit for Specialty Providers.

Provider waiver forms are required for appointments exceeding 60 miles round trip.

***Provider Waiver forms are required** for clients who suffer from an anxiety disorder which renders them unable to drive within large cities (St. Paul, Minneapolis, Rochester, etc.).