

IN ORDER TO RECEIVE REIMBURSEMENT FOR MILEAGE AND OTHER CHARGES, ALL TRIPS MUST BE REQUESTED IN ADVANCE.

INSTRUCTIONS FOR REIMBURSEMENT FORM

Please use ink (not pencil) and do not write in shaded areas.

1. Write in the client's name, address, and phone number.
2. If person to be reimbursed is different from client, write in the driver/payee's name, address and phone number.
3. Write in each round trip separately.
4. Have the medical provider initial in the left-hand column to validate the trip.
5. If you are requesting ferry or parking reimbursement, fill in that section and have the medical provider initial.
6. Attach any receipts for ferry or parking.
7. Client (or designee) must sign form on the lower left-hand side.
8. Within 30 days of your medical trip, return the completed form by fax, mail, or email.

Please include the following information if it is not already on file with NWRC:

- Copy of current Washington State Driver license
- Copy of proof of vehicle insurance, showing expiration date
- Copy of motor vehicle registration

Reimbursement checks will be mailed approximately 3 weeks after processing. If the information you turn in is not complete, payment may be delayed or denied.

For questions about filling in forms or scheduling trips, call our Customer Service Representatives at 738-4554 in Whatcom County, or 1-800-860-6812 for those outside the county.