



**MEBA**  
**BENEFIT PLANS**

MEBA MEDICAL & BENEFITS PLAN  
MEBA PENSION TRUST  
MEBA TRAINING PLAN  
MEBA VACATION PLAN

1007 EASTERN AVENUE, BALTIMORE, MARYLAND 21202-4345 • (410) 547-9111

MEBA Medical & Benefits Plan 1007 Eastern Avenue Baltimore, MD 21202-4345  
410-547-9111 \* 800-811-MEBA (6322) \* 410-659-1675(Fax) \* www.mebaplans.org

**STATEMENT OF CLAIM FOR REIMBURSEMENT OF TRANSPORTATION  
EXPENSES TO MEBA DIAGNOSTIC CENTERS**

**PLEASE READ THE ATTACHED TRAVEL POLICY PRIOR TO COMPLETING THIS APPLICATION.**

**PART I – MEMBER INFORMATION**

Member Name		
	Last Name	First Name Initial
Social Security Number		
Date of Birth (mm/dd/yyyy)		
Affiliation (Check One) <input type="radio"/> District No. 1-PCD, MEBA <input type="radio"/> Plan Employee <input type="radio"/> Union Employee <input type="radio"/> Other:		
Active/Pensioner (Check One) <input type="radio"/> Active <input type="radio"/> Pensioner If Actively Employed, Name of Present Employer:		
Home Telephone Number (Area Code: )		
Cellular Phone Number (Area Code: )		
E-mail address (If applicable) @		
Marital Status (Check One) <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Widowed <input type="radio"/> Divorced <input type="radio"/> Legally Separated		
Permanent Address (Home of Record-PO Box is not acceptable.):	Number & Street	
	City, State, Zip	
Mailing Address (if different than Permanent Address above):	Number & Street	
	City, State, Zip	

**PLEASE COMPLETE THE REVERSE SIDE OF THIS APPLICATION.**



**MEBA Medical and Benefits Plan Travel Policy**  
**Approved by the Board of Trustees on June 18, 2009**  
**Effective August 1, 2009**

**Travel Agency**

- The MEBA Medical and Benefits Plan (the “Medical Plan”) has arranged to have an in-house Travel Coordinator (the “Travel Agency”) to provide travel services to Active and Retired Participants (“Participants”) and their eligible Dependents (“Dependents”) attending the MEBA Diagnostic Centers.
- Use of the Travel Agency is mandatory to receive reimbursement of all air travel expenses.
- Participants must make the initial payment for travel expenses and will be reimbursed by the Medical Plan subject to the limits of this Policy.

**Home of Record**

- All travel reimbursement will be made based on the Participant’s Home of Record.
- The Participant’s Home of Record will be the address on file with the MEBA Benefit Plan Office.
- If a Participant resides outside of the United States, the Home of Record for the purpose of paying the travel reimbursement will be deemed to be the point of entry into the continental United States that is closest to the Participant’s Home of Record.

**Frequency of Reimbursement**

- Reimbursement of round-trip transportation will be afforded to a Participant and/or Dependent to travel to the MEBA Diagnostic Center nearest the Home of Record.
- No more than one round-trip reimbursement will be made for any person during any calendar year.
- Travel paid or reimbursed by a MEBA Training Plan contributing employer for travel to the School or by the MEBA Training Plan for transportation to the MEBA School immediately before or after a MEBA Diagnostic Center exam will not be reimbursed under this policy.
- Round-trip reimbursement will be paid by the Plan Office in Baltimore, upon receipt of a completed claim. If reimbursement is made to a Participant or Dependent and it is later discovered that the ticket was not used, the Participant and his Dependents will not be allowed to be seen at a MEBA Diagnostic Center until such time as the reimbursement is repaid to the Medical Plan.

**Maximum Reimbursement**

- Reimbursement for travel by airplane shall be based upon coach air fare actually paid subject to the maximum reimbursement herein. Airfare will not be reimbursed if the Participant’s Home of Record is 75 miles or less from the nearest MEBA Diagnostic Center.
- For the purpose of all transportation reimbursement, the maximum reimbursement shall be the in-policy fares calculated from the minimum cost of round-trip, non-refundable, seven-day, advance purchase coach air fare as determined by the Medical Plan’s Travel Coordinator.
- In order to maximize fare reductions and thereby reduce travel expense for the Medical Plan, Participants and Dependents are encouraged to make and confirm travel arrangements with the Travel Coordinator 21 days or more in advance.
- Reimbursement for travel by train or bus shall be based upon actual transportation fare incurred; however reimbursement will not exceed the maximum amount payable had the Participant or Dependent traveled by air and used the Medical Plan’s Travel Coordinator. Travel by train or bus will not be reimbursed if the Participant’s Home of Record is 75 miles or less from the nearest MEBA Diagnostic Center.

- Reimbursement for travel by automobile shall be based upon mileage, payable at the IRS mileage allowance then in effect, and will not exceed the maximum amount payable had the Participant or Dependent traveled by air and used the Medical Plan's Travel Coordinator. The maximum reimbursable mileage shall be computed on the basis of official automobile club maps. For automobile travel in excess of 400 miles one way, gasoline and/or hotel receipts must be presented to establish travel but reimbursement will be at the IRS mileage rate and gasoline, tolls, and hotel will not be reimbursed. Mileage will not be reimbursed if the Participant's Home of Record is 75 miles or less from the nearest MEBA Diagnostic Center.
- Travel from a location other than a Participant's Home of Record will be reimbursed but shall not exceed the maximum amount payable had the Participant or Dependent traveled by air from his Home of Record and used the Medical Plan's Travel Coordinator.
- In the case of a Participant employed as a permanent ROS employee traveling from a ROS vessel, reimbursement from the vessel will be paid in lieu of the Participant's Home of Record provided the Medical Plan's Travel Coordinator is used to arrange air travel.
- With proper documentation, travel arranged less than seven days in advance will be reimbursed at the round-trip, non-refundable coach fare only for Participants discharged from a vessel within the seven-day window preceding their visit to the MEBA Diagnostic Center.
- Participants and Dependents will be reimbursed for original booking fees charged during normal operating hours of the Travel Coordinator.
- Other than original booking fees assessed during normal operating hours, fees for after-hours bookings or changes will not be reimbursed.
- Change or cancellation fees will not be reimbursed; however, if a MEBA Diagnostic Center exam is cancelled by the Diagnostic Center and a ticket has already been purchased, normal airline cancellation fees or change fees for another appointment will be reimbursed.

#### **Miscellaneous Allowance**

- A miscellaneous travel expense allowance of \$20 per family per calendar year will be paid in addition to the travel reimbursement.
- The miscellaneous allowance will be paid by the Plan Office when the travel reimbursement is paid.
- Effective July 1, 2011 a taxi/transportation allowance of \$50 per family per calendar year, provided receipts are presented to the Plan Office.

#### **Travel Arrangements**

- For travel by airplane, non-stop or one-stop direct flights are preferable; however, one-stop connecting flights are acceptable so long as the travel time is not extended by more than 120 minutes over non-stop flights.
- Should such flights be unavailable, multiple-stop direct or connecting flights may be arranged.

#### **Required Documentation**

- For all travel subject to reimbursement, copies of actual travel documentation, including but not limited to, tickets, boarding passes and receipts must be presented.
- The Medical Plan's Travel Coordinator's reports may be accepted for reimbursement in lieu of actual tickets, boarding passes and receipts.