



LAKE OF THE WOODS COUNTY

SOCIAL SERVICE DEPARTMENT

218-634-2642
218-634-4520 (fax)

Amy Ballard Director
206 8th Avenue SE Suite 200
Baudette, MN 56623

APPENDIX A – Reimbursements

Recipients/applicants must use the most cost-effective method of transportation available to them. Whenever appropriate, the recipient's own vehicle must be used.

1. Mileage Reimbursement:

- 22 cents per loaded (recipient in the vehicle) mile when transported in a vehicle provided by an individual including but not limited to a family member, self, neighbor, or other individual.

2. Meal Reimbursement:

- Breakfast - \$5.50; Must be in transit or at the medical appointment prior to 6:00 AM
- Lunch - \$6.50; Must be in transit or at the medical appointment 11:00 AM to 1:00 PM
- Dinner - \$8.00 Must be in transit or at the medical appointment after 7:00 PM
- Time taken to “eat the meal” is not part of “travel time” consideration.
- Payment of meals will be dependent not only on time of travel but distance to appointment as well.
- Minimum of 60 miles one way.

3. Lodging Reimbursement:

- Authorization prior to incurring this cost is required. Limited to \$50.00 per night unless a higher rate is prior authorized by the local county/tribal agency.
- Minimum distance of 150 miles required.
- The time of appointment will be taken into consideration.

Amy Ballard Director
Jo Aery Transportation Coordinator
Angie Eason Financial Assistance Supervisor

-This institution is an Equal Opportunity Employer and Provider-

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