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# LAKE OF THE WOODS COUNTY

SOCIAL SERVICE DEPARTMENT

**Amy Ballard Director**

**218-634-2642 206 8th Avenue SE Suite 200**

**218-634-4520 (fax) Baudette, MN 56623**

**REIMBURSEMENTS**

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

**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 self, family member, neighbor, friend, etc.

**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.
* Meal reimbursement is dependent on appointment time and distance required to travel.
* Itemized receipts must be provided to receive reimbursement.
* Minimum of 60 miles one way.

**Lodging:**

Prior authorization is required. Limited to $50.00 per night unless a higher rate is approved by the local county/tribal agency.

* Distance of 150 miles and the consideration of time of appointment.

Val Canfield Transportation Coordinator

Angie Eason Financial Assistance Supervisor

**-This institution is an Equal Opportunity Employer and Provider-**