

CATASTROPHIC ILLNESS IN CHILDREN RELIEF FUND COMMISSION
POLICY/ADMINISTRATIVE PROCEDURE

SUBJECT: Family Transportation and Travel-Related Expenses
EFFECTIVE DATE: December 4, 2019
REVISED: October 7, 2020
AUTHORITY: N.J.A.C. 10:155-1.14(a)(16)

I. POLICY STATEMENT:

NJAC 10:155-1.14(a)(16) states that the State Office of the Catastrophic Illness in Children Relief Fund may consider incurred “family transportation and travel-related expenses including, but not limited to, mileage allowance, tolls, parking receipts, and temporary shelter costs related to the medical condition” when assessing eligibility for reimbursement from the Fund.

Family transportation and travel-related expenses eligible for consideration under this policy include travel directly related to the treatment of the child’s medical condition, e.g. travel to and overnight stay associated with travel to a treatment facility distant from the child’s home. Expenses for travel or temporary shelter due to the living conditions of a family’s residence(s) are not eligible expenses.

To guide the State Office of the Fund in reviewing and making recommendations to the CICRF Commission on transportation and travel expenses, the Commission establishes the following policy:

- a. The Fund may reimburse necessary, reasonable, and appropriate family transportation and travel related expenses directly related to the medical care of a child. The following policies relate both to calculation of total eligible medical expenses for determination of eligibility for the Fund, as well as reimbursement from the Fund. Eligible travel expenses are limited to one trip per family per day.
- b. Categories of transportation and travel related expenses that may be considered include, but are not limited to: mileage, parking, tolls, public transportation (e.g. bus, subway, train), ride share services, airfare, rental cars, and temporary shelter (lodging).
- c. Mileage for use of a personally owned vehicle will be reimbursed at the state mileage reimbursement rate applicable on the date of travel in accordance with Treasury Circular 20-02-OMB or the applicable version (currently \$0.31 per mile for dates of travel on or before June 30, 2019; \$0.35 per mile for dates of travel on or after July 1,

- 2019). A description of the starting location, destination, and route taken (e.g. map of route with mileage indicated) is required.
- d. Tolls will be reimbursed with a receipt or E-ZPass statement in the applicant's name, or in the name of the applicant's parent or guardian.
 - e. Commercial air, rail, and bus transportation fares will be reimbursed at economy/coach rates. The Commission may consider higher reimbursement if additional accommodation is required related to the child's condition (e.g., extra space for use of a ventilator). Baggage fees that are reasonable and appropriate for the purpose and length of the trip may be reimbursable.
 - f. Temporary shelter (lodging) expenses may be reimbursed according to Department of the Treasury Office of Management and Budget Circular 16-11-OMB (Travel Regulations). Temporary shelter associated with travel for medical treatment in excess of 30 miles from a child's residence may be reimbursed; the travel need not be to treatment outside of New Jersey. Receipts are required for lodging expenses, and actual reasonable costs may be reimbursed, not to exceed the federal per diem rates as established in the Federal Register for the application year, available at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 - g. Expenses that are not reimbursable by the Fund include:
 - 1. Fuel; insurance; repairs; or maintenance for personal or rental vehicle;
 - 2. Tickets or fines associated with parking/ travel violations;
 - 3. First-class air fare;
 - 4. Flight or other transportation upgrades (i.e. extra leg room, preferred seating, etc.);
 - 5. In-flight airline movies or audio;
 - 6. Food/ beverage purchases;
 - 7. Flight insurance; and
 - 8. Frequent flyer miles or other benefits.

II. PROCEDURE:

- a. The eligibility analyst will review original itemized invoices/receipts for all travel expenses, including airfare, public transportation, ride share services, car rental, toll receipts or E-ZPass statements, and lodging receipts.
- b. Dates for travel expense receipts must coincide with invoices from health care providers.
- c. Verification of payments may include canceled checks, E-ZPass statements, and/or credit card statements. Payments must have originated from a parent or guardian's personal funds.

PREPARED BY: Tracy Weber LSW
DATE: August 22, 2019

REVISED BY: Christian Heiss
DATE: October 7, 2020