



Travel Assistance Program Policy

PURPOSE:

The purpose of this policy is to add clarity to the eligibility of patients and execution of the processes for the Travel Assistance Program offered by Cancer Connection and financed through the Lynne Wunsch Memorial Travel Fund and associated contributions.

SCOPE:

This policy applies to applicants for reimbursement, physicians or medical personnel completing the application, and Cancer Connection staff and/or board members who review receipts and/or provide payment.

The Lynne Wunsch Memorial Travel Fund was initially funded in 2002 with seed money from Coastal Helicopters. Individual donations made on behalf of cancer survivors and those like Lynne, who lost their heroic battles with the disease, are also designated for Cancer Connection’s travel assistance program.

PROVISIONS:

1. Eligible applicants must:
 - a. be a medical patient who has a confirmed diagnosis of cancer; and
 - b. reside in one of the communities in the region of Southeast Alaska; and
 - c. be undergoing active treatment for their diagnosed cancer; and
 - d. have submitted a complete Travel Reimbursement Patient Data form
2. Diagnostic and follow-up/checkups are not eligible for travel assistance.
3. Payment will be made to the patient or appropriate recipient when receipts for eligible expenses have been received, reviewed and approved by Cancer Connection.
4. Payments may be made in part until the total allowable amount for the year has been reached.
5. Cancer Connection will attempt to provide reimbursement within 30 days of submission of receipts.
6. In the event of the death of an applicant, provided all eligibility conditions have been met and receipts have been submitted, payment will still be made to an appropriate family member or recipient.
7. Travel related to follow-up appointments or regular health check-ups is not covered by the program.
8. Reimbursement for a calendar year will be allowed with properly dated receipts up through the end of March of the following calendar year.

Date Issued	Superseded Version Date	Last Revision Date
04-01-2013		07-07-2014