

**Travel Assistance Program Policy**

**PURPOSE:**

The purpose of this policy is to add clarity to the eligibility of persons with cancer seeking treatment, diagnostic, and follow-up services and execution of the processes for Travel Assistance offered by Cancer Connection and financed through the Lynne Wunsch Memorial Travel Program 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 Program was initially funded in 2002 with seed money from Coastal Helicopters support through Coastal’s annual helicopter rides over the Juneau Icefield. Individual donations are also designated for Cancer Connection’s travel assistance program.

**PROVISIONS:**

1. Eligible applicants must:
	1. Be a medical patient who has a positive diagnosis of cancer.
	2. Reside in one of the communities in the region of Southeast Alaska.
	3. Be undergoing active treatment, or receiving further diagnosis services, or follow-up care related to their cancer diagnosis.
	4. Have submitted a complete Travel Assistance Patient Data form.
2. Payment will be made to the patient or appropriate recipient when receipts for eligible expenses have been received, reviewed, and approved by Cancer Connection.
3. Payments may be made in part until the total allowable amount for the year has been reached. The total allowable amount applies to all reimbursable expenses incurred across the eligible categories (e.g. treatment, diagnostic, and follow-up care).
4. Cancer Connection will attempt to provide reimbursement within 14 days of submission of receipts.
5. 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.
6. Reimbursement for a calendar year will be allowed with properly dated receipts up through the end of the first quarter (March 31) of the following calendar year.
7. At the discretion of at least two members of the Cancer Connection Board, payment may in extreme instances be provided up front for travel arrangements.

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