**Request for HealthCare Travel Reimbursement**

As of August 1, 2022, employees and their dependents who are currently enrolled in the Genesco medical plan will be reimbursed up to $4,000 in travel and lodging expenses when covered healthcare services are not provided locally (within a 100-mile radius of an employee’s home). This benefit is subject to the terms of the Genesco medical plan, as well as applicable law.

Covered employees must contact Blue Cross Blue Shield of TN to receive prior- authorization for the procedure before requesting Travel Reimbursement. Covered travel expenses must be approved by the Genesco Benefits department in advance of planned travel and include transportation to and from the facility for a Covered procedure and follow-up, meals and lodging. Any travel expenses for follow-up visits occurring more than 12 months from the date of the procedure are not Covered.

* 1. Transportation, meals and lodging expenses are Covered up to $250 per day, subject to the following.
	2. Covered travel expenses are provided as stated below:
		1. Lodging expenses are limited to $150 per day.
		2. Mileage reimbursement is subject to current mileage rate established by the IRS.
		3. The limit for travel expenses is $4,000 per Covered procedure.

To request approval for Travel Reimbursement, please complete the information below and return this form to benefits@genesco.com.

Your personal information is kept private as required by state and federal laws. No one will know you have accessed the program services unless you grant permission or express a concern that presents a legal obligation to release information (for example, if it is believed you are a danger to yourself or to others).

Employee Name: Click or tap here to enter text.

Covered Dependent (if applicable): Click or tap here to enter text.

Employee ID: Click or tap here to enter text.

Reason for Travel (please provide a description of medical service to be provided):

Click or tap here to enter text.

Has this procedure been prior-authorized by Blue Cross Blue Shield of TN:

[ ]  Yes

[ ]  No. If no, please contact benefits@genesco.com for assistance.

Estimate of Travel Expenses:

Transportation (Mileage or other forms): Click or tap here to enter text.

Lodging: Click or tap here to enter text.

Meals: Click or tap here to enter text.

Other expenses: Click or tap here to enter text.

If approved, you will be required to provide receipts for reimbursement.

FOR BENEFITS ONLY:

Date Received: Click or tap to enter a date.

Status: Choose an item.

Processed by: Click or tap here to enter text.