



Medical Travel Assistance Program Guidelines - 2024

Families may need to travel long distances to consult with medical professionals knowledgeable about MPS and ML. The Medical Travel Assistance Program (MTAP) helps fund out-of-town travel costs for non-recurring medical appointments. MTAP may reimburse up to \$550 in transportation costs and hotel expenses per individual with MPS or ML per 12-month period for member families traveling to a medical appointment 125 miles or more from their home.

Reimbursable expenses include air, train, or bus fares, rental car, airport parking, and transportation to and from the medical facility or appropriate mileage at the current IRS rate for business travel. Only coach airfares are eligible for reimbursement. A copy of the ticket invoice and other original transportation receipts are required for reimbursement. Hotel rooms/lodging will be reimbursed for standard rooms capped at the average daily rate for the region. Hotel receipts must be submitted for reimbursement. Verification of attended medical appointment must be included. Please read the program guidelines for complete details.

The MTAP is a three-step process. In Step 1, the applicant will apply for funding for a future appointment. The Society will notify the applicant if funding has been approved. In Step 2, the approved applicant will attend the medical appointment and have the verification form signed by the medical professional. In Step 3, the approved applicant will submit the completed reimbursement request and verification forms along with the transportation and/or hotel receipts to obtain reimbursement.

Program Guidelines

- 1) Only parents/guardians of an individual with MPS or ML or an adult with MPS or ML who reside in the United States and have an active membership are eligible for funds from the Medical Travel Assistance Program (MTAP). Applicants must be a member of the National MPS Society with renewed annual membership.
- 2) The Society will maintain strict confidentiality regarding applications, names, and funding.
- 3) Reimbursement will be made available only for transportation and hotel expenses related to non-recurring medical appointments requiring travel 125 miles or more from home. Expenses for routine medical appointments are not covered under MTAP. (e.g., travel expenses for weekly, monthly, or other ongoing treatments or therapies.)
- 4) Funding will be provided for the individual with MPS or ML, one parent/legal guardian, or one travel companion.
- 4) The applicant must verify attendance of the medical appointment by having the Verification Form signed by the treating medical professional. A copy of the After Visit Summary or other proof of completed appointment may be accepted in extenuating circumstances.
- 5) Application for assistance should be made before the appointment; however, special consideration may be provided in unusual circumstances where the cost has already been incurred.

MTAP Program Guidelines Continued

- 6) Grants for MTAP transportation and hotel assistance may be requested up to a maximum of **\$550.00** per individual with MPS or ML per 12-month period, dependent on available funds. Multiple requests may be submitted, not to exceed **\$550.00** funded in a 12-month period.
- 7) The MTAP is a three-step process. In Step 1, the applicant will apply for funding for a future appointment. The Society will notify the applicant if funding has been approved. In Step 2, the approved applicant will attend the medical appointment and have the verification form signed by the medical professional or obtain documentation verifying the completed appointment. In Step 3, the approved applicant will submit the completed reimbursement request and verification forms along with the transportation and/or hotel receipts to obtain reimbursement. Special consideration may be provided in unusual circumstances where the cost has already been incurred. If requested, up to 50% of approved funding may be reimbursed to members before appointment travel.
- 8) Funding must be requested within 30 days of the approved appointment date. If all required paperwork is not submitted within 30 days, the MTAP funding will be forfeited.
- 9) The Society will issue a letter to the applicant indicating whether the application has been approved or denied and the amount of funding granted, if any.

Application Review

- 1) Application (Step 1) will be reviewed once all required documentation is received.
- 2) The Society will issue a letter to the applicant indicating whether the application has been approved or denied and the amount of funding granted, if any.
- 3) The reimbursement request (Step 3) will be reviewed, and funding will be made once all of the required documentation (Step 2 verification form signed by medical professional or documentation verifying completed appointment, Step 3 reimbursement request and receipts) is received. Funding requests must be received within 30 days of appointment.
- 4) Payment will be mailed to the approved applicant.
- 5) If funds budgeted for the current year are depleted, the MTAP will not accept additional applications that year. Applications will be accepted and reviewed after January 1 for appointments in the new year. Funding will be pre-approved quarterly.