

BlueSaludSM Transportation



Blue Cross and Blue Shield
of New Mexico

Guidelines for Meals and Lodging Reimbursement

If you must travel to another city or state for an approved appointment, BlueSalud may pay for meals and lodging. Reimbursement is given only if treatment for covered services causes you to be away from your home. Trips, meals, and lodging must be approved before you travel.

How to get approval

Reimbursed meals and lodging require approval. Call LogistiCare[®] to request approval. Call toll-free 1-866-913-4342. Call as soon as possible, but no later than 3 business days (72 hours) before the appointment. When you call, you'll be given an Authorization/Job Number.

Meals

You can be reimbursed for meals if you are away from home for 8 hours or more at an approved appointment. You can be paid up to \$6 per meal when you are away from home.

Lodging

You can be reimbursed for lodging when a trip takes more than 4 hours one way. An overnight stay must be medically necessary. You can be paid up to \$58 per night on a weekday (in New Mexico). You can be paid up to \$81 per night on a weekend or for out-of-state travel on any day.

All lodging must be coordinated and approved by LogistiCare. Do not arrange your own lodging. If you arrange your own lodging, you will not be reimbursed.

How to get reimbursed

You must provide information about the person who will be reimbursed:

- Social Security Number
- Full Name
- Mailing Address

Please fill out the [Meals & Lodging Expense Report Form](#) (PDF).

You must include with the form:

- Original receipts for each meal and lodging expense
- Your assigned Authorization/Job Number

Mail the form and receipt(s) to the address shown on the form. LogistiCare must receive it no later than 30 days from the earliest date shown on the form. You will not be reimbursed if the form is received after 30 days.

If you have questions, please call 1-866-913-4342.

Blue Cross and Blue Shield of New Mexico transportation services are administered by LogistiCare, LLC. Services are funded in part under a contract with the State of New Mexico.

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