

# TRAVEL BENEFIT



## DID YOU KNOW?

Our travel benefit allows for a reimbursement of up to \$2,500 per incident and \$5,000 per year when you travel within 100 miles of your home residence.

Some things to consider about this benefit:

- Members will need to verify there is no in-network provider within 100 miles of their place of residence. [Highmarks online provider directory](#).
- Lodging reimbursement and mileage reimbursement is capped by rates set forth by the IRS (please reference IRS links below):
  - [IRS issues standard mileage rates for 2023 | Internal Revenue Service](#)
  - [2022 Publication 502 \(irs.gov\)](#)
- No pre-certification or prior authorization is required for reimbursable travel and lodging benefits. However, please note the accompanying medical service may require pre-certification or prior authorization
- In high-deductible plans, travel and lodging expenses are subject to cost share and out-of-pocket maximums. In non-HD plans, travel and lodging expenses are not subject to cost share and out-of-pocket maximums. Instead, travel expenses are fully covered up to the maximum travel and lodging benefit allowance for non-HD plan members.
- Claims for the eligible treatment should be on file for travel and lodging reimbursement. Members should submit receipts no earlier than 30 days after date of service (this timeframe is to enable time for the processing of the underlying benefit claim)

For more information reach out to our insurance team at [insuranceplans@uua.org](mailto:insuranceplans@uua.org).

# ONLINE CLAIM SUBMISSION PROCESS



1. Log into the Highmark member portal at the website listed on the back of your member ID card
2. Under the “Health Care Tools” section, click on “Find Forms”
3. Click on the arrow to expand the “Medical Forms” section and click on “PDF” under “Member Submitted Health Insurance Claim Form”
4. Fill out all necessary/required information on the form
5. Report “Travel Reimbursement” and the “diagnosis and procedure performed” in the “Diagnosis or Nature of Illness or Injury” section of the “Member Submitted Health Insurance Claim Form”
6. Save the “Member Submitted Health Insurance Claim Form” to your computer
7. Print the “Member Submitted Health Insurance Claim Form”
8. Sign and date the “Member Submitted Health Insurance Claim Form”
9. Upload the “Member Submitted Health Insurance Claim Form” along with images of all dated receipts via Message Center on the Member Portal
10. Click on "Contact Us"
11. Select your medical plan
12. Select message topic of "Claim Inquiry"
13. Indicate the inquiry is for "Travel Reimbursement"
14. Click on the paperclip icon next to "Attach File" and browse to where you saved the "Member Submitted Health Insurance Claim Form" and copies of all receipts on your computer.
15. Complete any remaining required fields
16. Click "Submit"