

Pediatric Out-of-Province Travel Assistance Program (PTAP)

Claim Form

Submit claims to:
 Pediatric Travel Assistance Program
 Medical Services, Ministry of Health
 2nd Floor, 3475 Albert Street Regina, SK S4S 6X6
 Email: TravelAssistanceProgram@health.gov.sk.ca

PATIENT INFORMATION

First Name	Last Name	Health Services Number
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PAYEE INFORMATION

Parent/Legal Guardian First Name	Parent/Legal Guardian Last Name		
Home Mailing Address	City	Province SK	Postal Code
Contact phone number	Email address		
Preferred Contact Method:	<input type="checkbox"/> Email	<input type="checkbox"/> Phone	<input type="checkbox"/> Mail

TRIP DETAILS

Start Date	End Date	Description	Location		# of days	Rate	Total (\$)
		Patient per diem				\$61/day	
		Parent/Guardian per diem				\$61/day	
		Accommodation Hotel/Airbnb/RMH					
		Accommodation Private/Other				\$35/night	
Departure Date	Return Date	Mode of Transportation	Departure	Destination	# of KMs	Rate	Total (\$)
		Private vehicle <input type="checkbox"/> One Way <input type="checkbox"/> Return				\$0.5496/km	
		Patient Air/bus/rail/ambulance <input type="checkbox"/> One Way <input type="checkbox"/> Return					
		Parent/Guardian Air/bus/rail <input type="checkbox"/> One Way <input type="checkbox"/> Return					
TOTAL CLAIMED \$							

- All Pediatric Out-of-Province Travel Assistance claims must be pre-approved by the Ministry of Health prior to submitting a claim.
- Patients must have a valid Saskatchewan health card when medical services are received to be eligible for PTAP.
- **Proof of attendance at appointments is required to claim reimbursement.**
- Per diem and private accommodation expenses do not require receipts to claim
- Copies of receipts with cost, departure and destination information must be attached for ambulance, airfare, bus or rail.
- Accommodation expense will only be reimbursed for medically necessary days (as confirmed on the confirmation of coverage letter)
- Mileage for travel by private vehicle will be confirmed by the Ministry of Health from the home location or medical facility in Saskatchewan to the destination treatment facility.
- All requests for reimbursement of eligible benefits must be submitted within one year of the date the medical services were received.
- More information on pre-approval, the application process, and what can be claimed, can be found on the back of this form.

STATUTORY DECLARATION

I certify that I am the person entitled to receive benefits on behalf of the patient and that all statements made by me are true and correct. I further declare that I am not seeking reimbursement for any benefit or service I have not paid for.

 Parent/Legal Guardian (please print)

 Signature

 Date

PEDIATRIC OUT-OF-PROVINCE TRAVEL ASSISTANCE PROGRAM CLAIM INSTRUCTIONS

All applications must be submitted by a Saskatchewan specialist who submits the request directly to the Pediatric Travel Assistance team at Jim Pattison Children's Hospital. All applications are reviewed by the Provincial Head of Pediatrics, who confirms that the medical treatment is not available in the province. The Ministry then reviews the application and decides whether to approve travel assistance.

If your child was approved by the Ministry to receive travel assistance for out of province medical treatment you would have received a letter advising of the approval, the letter will also provide a maximum number of per diem and accommodation days.

Note: If you have not received written approval from the Ministry do not complete this form and contact your referring physician to discuss if they submitted an application to PTAP.

The Ministry will provide assistance towards travel expenses (transportation/or mileage, accommodations and daily per diems) for the patient and one (1) parent or legal guardian to a maximum reimbursement of \$2,000 CAD, as per the limitations outlined below.

HOW TO SUBMIT A CLAIM

After you have completed the claim form please email or mail the form to the PTAP office. Ensure you have enclosed:

- Receipts including dates of travel for travel by commercial carrier (airline, bus, train, ambulance)
- Itemized receipts for commercial accommodation (Hotel, Airbnb, Vrbo, Ronald McDonald House (RMH))
 - Travel points used to purchase tickets or accommodations cannot be claimed.
- **Proof of attendance** for all appointments must be submitted with each claim to be eligible for reimbursement. You can ask your out of province care team for a letter confirming attendance and appointment dates.

Please note the Ministry is not able to issue cash advances or to directly pay for commercial travel and/or accommodations.

Once processed all payments will be issued by cheque and mailed to your home address. All claims are issued in Canadian currency.

ELIGIBLE EXPENSES

(any combination of transportation/accommodation/per diem expenses up to a maximum of \$2,000)

Transportation Costs

Transportation expenses may be reimbursed for approved applications in the below circumstances:

- For patient and a parent or legal guardian travelling by commercial airline, the cost of one (1) economy ticket for each person. Copies of receipts showing an itinerary must be included with claim to be eligible for assistance.
- Travel by private vehicle is reimbursed at \$0.5496 per km. Mileage will be reimbursed for the distance to/from a patient's home to where treatment out of province will be received.
 - All distances are validated by the Ministry.
 - Car rental and incidental mileage incurred while out-of-province is not covered. These additional expenses are included in the daily per diem rate.
- You can submit paid receipts for ground and air ambulance services as an eligible expense to apply to the maximum assistance amount.

Accommodation Costs

Accommodation expenses may be claimed upon submission of a paid itemized receipt from a hotel, Airbnb, Vrbo, Ronald McDonald House or other commercial accommodation.

Hotel parking fees cannot be claimed in addition to the daily per diems.

If staying with relatives, friends or at the hospital a private accommodation claim can be submitted for \$35/night, no receipt is required to be submitted to claim this amount.

Per Diem Expenses

Daily per diems can be claimed to support additional costs related to expenses such as meals, taxis, parking, etc. No receipts are required for per diem claims.

Per diem claims are to a maximum of \$61.00 per person per day for one (1) pediatric patient and one (1) parent or guardian per day (maximum \$122/day combined).

If you have further questions on completing this form, please contact the Travel Assistance Program: TravelAssistanceProgram@health.gov.sk.ca