

GUIDELINES

Individuals completing the application will ensure that all information is accurate, and

- 1) A completed and signed W-9 is submitted with the grant application.
- 2) Original, itemized, and legible receipts are submitted with the grant application.
- 3) Small receipts are taped to 8 ½ x 11 sheets of paper in chronological order. Applications with loose receipts will not be accepted and will be returned to the applicant.
 - Taped receipts do not overlap as all information must be visible. Applications with overlapping receipts will be returned to the applicant.
 - Large receipts are not “folded up”; all information must be visible. Fold and tape to both sides of paper.
 - Items purchased must be clearly identified; unidentified or illegible items will not be reimbursed.
- 4) Highlighters are not used on receipts as it causes the ink to fade.
- 5) Tape does not cover any information as it may cause the ink to fade.
- 6) Requested reimbursement of out-of-pocket expenses were incurred by the transplant patient.

ITEMS ELIGIBLE FOR REIMBURSEMENT

All items must be **directly** associated with the transplant

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| a. Dental expenses: <ul style="list-style-type: none">▪ Initial routine exam▪ Complete cleaning▪ Full mouth x-rays▪ Up to \$1,500 of remaining expenses | e. Expenses immediately prior to transplant surgery (testing) until released to return home |
| b. Prescription medications (up to \$2,000) | f. Disposable short-term cleaning/living items, e.g. paper towels, paper plates, tin foil, toilet paper, etc. |
| c. Lodging (at \$98 + tax/night) and meals for patient and a single caretaker | g. Re-hospitalization |
| d. Airfare (coach) for donor and caretaker (2 people maximum at \$1,500/person) | h. Mileage (at 39¢/mile). Mileage must be justified. Vicinity miles are limited to 10 miles per day. |
| | i. Childcare when both parents undergo surgery related to a single organ transplant. |

ITEMS NOT ELIGIBLE FOR REIMBURSEMENT

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| a. Lost wages | i. Dentures |
| b. Alcohol, non-food items, e.g. gum, breath mints, candy, etc. | j. Non-disposable or long-term cleaning/living items, e.g. vacuum sweeper, broom, pots/pans, storage bins, towels, bedding, etc. |
| c. Delivery fees/charges; Internet access; garage rental | k. Personal items, e.g. shampoo, lotion, toothbrush, toothpaste, clothing, etc. |
| d. In-domicile purchases | l. Labels, stamps, envelopes, notebooks, etc. |
| e. Medication not directly associated with the transplant and/or taking prior to transplant | m. Follow-up visit lodging, mileage, meals, etc. |
| f. Medication and supplies available over-the-counter, e.g. blood pressure cuff, gauze, bandages, scales, support hose, etc. | n. Medicare, Medicaid eligible expenses. |
| g. Credit card and check processing fees; non-refunded security deposits | o. Expenses covered by primary, secondary or tertiary insurance. |
| h. Lodging, meals, and parking for visitors | p. Insurance deductibles |

The above information is subject to change without notice and is based on available funding. Applications are reviewed on a case-by-case basis and reimbursement may differ from the above guidelines.