



COUNTY OF SAGINAW

VETERAN'S TRAVEL REIMBURSEMENT FORM INSTRUCTIONS

Who is Eligible for Reimbursement of Travel Expenses

Honorably discharged indigent members of the Army, Navy, Air Force, Marine Corps, Coast Guard and women's auxiliaries and the indigent spouses, minor children, and parents of each indigent or deceased member who served during a period of war as described in Section 1 of Public Act 214 of 1899, who are not currently eligible for or receiving federal or state assistance.

General Guidelines

1. A claimant, legal representative, or caregiver may complete this form.
2. The form may be presented in person or mailed to Saginaw County Controller's Office, 111 S. Michigan Avenue, Saginaw, Michigan 48602.
3. An application for travel reimbursement must be completed and submitted within 30 days of travel.
4. Original receipts are required for allowable non-mileage expenses (e.g., tolls; parking; fares; and transport by bus, train, taxi, or other form of public transportation.)
5. Current IRS Mileage Reimbursement Rate is 58 cents per mile driven for business purposes and 20 cents per mile driven for medical or moving purposes.
6. Payment will be made by check issued in the name of the Veteran.

Instructions

1. The claimant, legal representative, or caregiver will fill out personal information about the claimant in Section A, 1(a-g).
2. Claimant will identify if they are the Veteran eligible for reimbursement under this program.
3. If claimant is NOT the Veteran, they will need to fill out 3(a-g). If they are the Veteran this information should be the same as 1(a-g), and can be marked as "SAME".
4. Information pertaining to the Veteran's active service (Section A, 4(a-d).) is needed to verify they are eligible for reimbursement.
5. Section B is for Travel information:
 - a. Part 1(a-c) requires the starting location of the trip, date, and how the travel is taking place (such as in a car, bus, taxi, etc.).
 - b. Part 2(a-c) is for reimbursement for the trip back (whether to starting location, or to a new location).
 - c. Part 3 is for itemizing any non-mileage travel expenses, such as parking and tolls, for which the Veteran would be eligible for reimbursement. An original receipt is required.
 - d. Parts 4 & 5 are for the information pertaining to the destination; the name of the facility and its location.
6. Section C is for the signature of the claimant, and any necessary witnesses. Witnesses are only necessary if the claimant can only sign with an "X" instead of the claimant's name.

Privacy Information: Saginaw County is asking you to provide the information on this form to determine the Veteran’s eligibility for travel reimbursement, and it will be used for that purpose only. Information you supply may need to be verified through various means (internet search, computer program, phone calls, etc.). Saginaw County may disclose certain of the information that you provide as permitted or required by law, including as required by the Michigan Freedom of Information Act.

