



**MEBA**  
**Benefit Plans**  
Safeguarding MEBA Members and Families

1007 Eastern Avenue  
Baltimore, Maryland 21202-4345  
Phone (410) 547-9111  
[www.mebaplans.org](http://www.mebaplans.org)

## IMPORTANT NOTICE

The Trustees have adopted temporary amendments to the Medical Plan and the Training Plan (“Plans”), and have also made a temporary change to the Plans’ respective Travel Policies (“Policies”) to provide greater flexibility when you and your family travel to a MEBA Diagnostic Center or to the Calhoun MEBA Engineering School (“CMES”) during the period of the COVID-19 National Emergency. **This is a temporary change and is effective from March 30, 2020 through the end of the COVID-19 National Emergency.**

Under the current Plan rules, absent these temporary amendments, if you choose to travel to a Diagnostic Center or to CMES by automobile, the Plans will reimburse you for the lesser of 1) the cost of a round trip airline ticket from your Home of Record to the closest Diagnostic Center or to CMES, or 2) for round trip mileage (based on the IRS mileage rate from your Home of Record). However, the Trustees recognize that due to the pandemic many airlines have reduced or eliminated flights, and they are also aware that some Participants may not feel comfortable flying at this time, even if flights are available. Accordingly, the Trustees amended the Plans and Policies to temporarily provide reimbursement for mileage (based on the IRS mileage rate) for round trip travel of up to 1,000 miles, regardless of whether there is an airline ticket available at a lower cost.

Consistent with the applicable Travel Policies, to receive reimbursement, you will have to provide receipts for gas, etc. that substantiate that the travel actually occurred. Also, note that reimbursement is limited to one person per trip (i.e., if you and your dependents or another member travel in the same car, only one person will be eligible to receive the mileage reimbursement). The Plans will not provide reimbursement for a round trip that is in excess of 1,000 miles.

If you have any questions, please contact the Plan Office at (410) 547-9111.

Ann S. Gilchrist, Administrator