



- You must make your request for reimbursement within two years of the travel date.
- If you work for a self-insuring employer, your employer is responsible for all eligible travel reimbursement except for travel to a BWC scheduled exam to determine percentage of permanent partial eligibility or the provision of a prosthetic device pursuant to the *Artificial Appliance Requests* policy.
- If your employer requests you to appear for a medical examination by a physician of your employer's choice, submit the *Injured Worker Statement for Reimbursement of Travel Expense (C-60)* to your employer. There is no minimum mileage requirement for car mileage reimbursement for employer requested exams.

Travel by car You must travel more than 45 miles round trip. BWC must authorize in advance travel in excess of more than 400 miles round trip. There is no differentiation for out-of-state travel. Reimbursement rate is 52 cents per mile.
Travel by other modes of transportation (bus, taxi, train, air or other special transportation) Receipts are required. There is no mileage requirement. However, you must submit proof of necessity for this type of travel based on the allowed conditions in the claim. BWC must authorize in advance. Actual and necessary cost is reimbursable.
Tolls and parking Receipts are required. Actual and necessary cost is reimbursable.
Meals Actual cost is reimbursable up to the maximum rates listed below. Rate from Dec. 1, 2015, to Dec. 31, 2018: When travel is more than 12 but less than 24 hours, meal reimbursement is 75 percent of the per diem rate, \$38.25. When the period of travel includes an overnight stay, meal reimbursement is: <ul style="list-style-type: none">○ The day of departure is 75 percent of the per diem rate, \$38.25.○ Full days of travel are 100 percent of the per diem rate, \$51.○ The last day of travel is 75 percent of the per diem rate, \$38.25. Rate from Jan. 1, 2019, to present: When travel is more than 12 but less than 24 hours, meal reimbursement is 75 percent of the per diem rate, \$41.25. When the period of travel includes an overnight stay, meal reimbursement is: <ul style="list-style-type: none">○ The day of departure is 75 percent of the per diem rate, \$41.25.○ Full days of travel are 100 percent of the per diem rate, \$55. The last day of travel is 75 percent of the per diem rate, \$41.25.
Lodging Receipts are required. BWC must authorize lodging in advance. Rate from Oct. 1, 2016, to Sept. 30, 2017: Actual cost up to \$91 per night, plus applicable tax. Rate from Oct. 1, 2017, to Dec. 31, 2018: Actual cost up to \$93 per night, plus applicable tax. Rate from Jan. 1, 2019, to present: Actual cost up to \$94 per night, plus applicable tax.
Companion travel Receipts are required. BWC must authorize such travel in advance. BWC will reimburse the travel companion expenses for meal and lodging at the same rate as the injured worker. BWC will only reimburse for one room unless special circumstances require a separate room. BWC will make car mileage payment to the injured worker only.