



Oregon

Theodore R. Kulongoski, Governor

Department of Consumer and Business Services
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BULLETIN NO. 112 (Revised) Sept. 28, 2009

TO: All interested parties
SUBJECT: Reimbursement of injured workers' travel, food, and lodging costs
EFFECTIVE: Lodging and meal rates, effective Oct. 1, 2009
Private vehicle mileage rate, effective Jan. 1, 2009

This bulletin provides the rate injured workers are reimbursed for travel, food, and lodging costs under OAR 436-009-0025, and provides Form 440-3921, "Request for Reimbursement of Expenses." The bulletin and form are updated for new lodging and meal rates. This bulletin replaces Bulletin No. 112 dated Dec. 15, 2008. Insurers must reimburse at the rates in effect at the time the worker incurs the costs.

Form 440-3921, "Request for Reimbursement of Expenses"

Insurers must include a form for requesting reimbursement with each independent medical examination appointment notice they send to a worker. See OAR 436-060-0095(6). Insurers may create their own form or use the division's Form 3921. Insurers may duplicate the division's form or download it as a Microsoft Word 2000® (automated) form from the Workers' Compensation Division's Web site: www.wcd.oregon.gov/policy/bulletins/formsbyno.html.

Lodging and meal daily rates:

Insurers must pay workers at the rates paid to State of Oregon classified employees. The standard rate is \$70 for lodging and \$46 for meals.

Standard rates for the continental United States:

Breakfast	\$11.50	ALL private vehicle mileage effective Jan. 1, 2009
Lunch	\$11.50	
Dinner	\$23.00	Previous mileage rates: 8/01/08 – 58.5 cents per mile 3/19/08 – 50.5 cents per mile 2/01/07 – 48.5 cents per mile 1/01/06 – 44.5 cents per mile
Lodging	\$70.00	

Lodging and meal rates exceed the standard rate in the following Oregon locations:

County	Effective dates	Max. lodging rate	Meal rate*
Clackamas	All year	\$91	\$61
Clatsop	10/1 – 6/30	\$92	\$51
	7/1 – 8/31	\$132	\$51
	9/1 – 9/30	\$92	\$51
Deschutes	10/1 – 6/30	\$93	\$61
	7/1 – 8/31	\$120	\$61
	9/1 – 9/30	\$93	\$61
Jackson/Klamath	All year	\$88	\$56
Lane	All year	\$103	\$51
Lincoln	10/1 – 6/30	\$87	\$56
	7/1 – 8/31	\$110	\$56
	9/1 – 9/30	\$87	\$56
Multnomah	All year	\$120	\$66
Washington	All year	\$96	\$51
*For meals, the following percentages must be used: breakfast -- 25%; lunch -- 25%; dinner -- 50%			

To locate lodging and meal rates outside of Oregon, go to the U.S. General Services Administration’s Web site: www.gsa.gov/Portal/gsa/ep/home.do?tabId=0.

If a worker needs special transportation or lodging, reimbursement may exceed the published rates. Parking fees and toll charges are also reimbursable.

If you have questions about this bulletin, please contact a Benefit Consultant at 503-947-7585.

/s/ John L. Shilts

John L. Shilts, Administrator
Workers’ Compensation Division

Attachment: Form 440-3921, “Request for Reimbursement of Expenses” (Rev. 9/09)

Distribution: WCD-BT, S0, S1, S4, S5, S7, S8, LY