

Vocational Plan Transportation

[WAC 296-20-1103 – Travel Expense](#) changed effective August 1, 2015.

New procedure for VRCs :

- For new retraining plans, use the [new](#) Transportation Cost Encumbrance form to request authorization for travel reimbursement. The new form:
 - Eliminates the requirement to calculate the total dollars for mileage reimbursement.
 - Continues to require that you enter the number of round trip miles traveled and the number of training days.
- For plans in process, including those not currently receiving mileage reimbursement, when the only change is the worker's entitlement to the first and last 15 miles:
 - Do not submit a plan modification*
 - Do not submit a new Transportation Cost Encumbrance form.

*NOTE: You must submit a plan modification if the training location changes or the worker moves.

- When the worker submits the travel voucher, the first and last 15 miles will no longer be deducted.

If the worker asks:

- They should continue to submit the same Travel Reimbursement Voucher.
- Effective August 1, 2015, the first and last 15 miles will no longer be deducted.
- State Fund claims:
 - Workers have up to one year from the date traveled to submit travel vouchers.
 - If a worker has received mileage reimbursement for dates traveled prior to August 1, 2015, the worker may not be entitled to additional mileage for those dates. The worker should contact the claim manager if they have questions about previously reimbursed dates of travel.
- Self-Insured employer claims:
 - Workers have up to one year from the date traveled to submit travel vouchers.
 - The worker should contact their employer's representative if they have questions about previously reimbursed dates of travel.