



Oregon

Tina Kotek, Governor



Workers'
Compensation
Division

Department of Consumer
and Business Services

BULLETIN NO. 112 (Revised)
Jan. 6, 2025

TO: All interested parties

SUBJECT: Reimbursement of injured workers' travel, food, and lodging costs

EFFECTIVE: Private vehicle mileage rate, effective Jan. 1, 2025
Lodging and meal rates, effective Oct. 1, 2024, through Sept. 30, 2025

This bulletin provides Form 3921, "Request for Reimbursement of Expenses," and the rates injured workers are reimbursed for travel, food, and lodging costs as directed by Oregon Administrative Rule (OAR) [436-009-0025](#). The Workers' Compensation Division is updating this bulletin and Form 3921 to update the private vehicle mileage rate, effective Jan. 1, 2025. Lodging and meal rates, effective Oct. 1, 2024, through Sept. 30, 2025, remain the same as previously published. Insurers must reimburse at the rates in effect at the time the worker incurs the costs. This bulletin replaces Bulletin No. 112 dated Sept. 19, 2024.

Form 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](#). Insurers may create their own form or use the division's Form 3921. Insurers may download Form 3921 from the Workers' Compensation Division's website: <http://wcd.oregon.gov/forms/Pages/forms.aspx>.

Private vehicle mileage rates:

ALL private vehicle mileage effective Jan. 1, 2025 70 cents per mile	Previous mileage rates:
	1/01/24 – 67 cents per mile
	1/01/23 – 65.5 cents per mile
	7/01/22 – 62.5 cents per mile
	1/01/22 – 58.5 cents per mile

Lodging and meal daily rates:

Insurers must pay workers at the rates listed below. Lodging rates do not include taxes. Room taxes are reimbursable in addition to the lodging allowance.

Effective Oct. 1, 2024 – Sept. 30, 2025, the <i>standard</i> rate is			
\$110 for lodging* and \$68 for meals			
Breakfast	\$17.00	Lodging	\$110.00
Lunch	\$17.00		
Dinner	\$34.00		

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

County	Effective dates	Max. lodging rate*	Meal rate**
Clackamas	10/01/24 – 09/30/25	\$136	\$80
Clatsop	10/01/24 – 06/30/25	\$141	\$86
	07/01/25 – 08/31/25	\$236	\$86
	09/01/25 – 09/30/25	\$141	\$86
Deschutes	10/01/24 – 05/31/25	\$125	\$86
	06/01/25 – 08/31/25	\$192	\$86
	09/01/25 – 09/30/25	\$125	\$86
Lane	10/01/24 – 05/31/25	\$132	\$80
	06/01/25 – 07/31/25	\$192	\$80
	08/01/25 – 09/30/25	\$162	\$80
Lincoln	10/01/24 – 06/30/25	\$120	\$92
	07/01/25 – 08/31/25	\$167	\$92
	09/01/25 – 09/30/25	\$120	\$92
Multnomah	10/01/24 – 09/30/25	\$155	\$86
Washington	10/01/24 – 09/30/25	\$132	\$80
*Lodging rates do not include taxes. Room taxes are reimbursable in addition to the lodging allowance.			
**For meals, the following percentages must be used: breakfast -- 25%; lunch -- 25%; dinner -- 50%			

The private vehicle mileage rate and lodging and meal rates are determined by the U.S. General Services Administration. To locate lodging and meal rates outside of Oregon, go to: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

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

If you have questions about this bulletin, contact a benefit consultant at 503-947-7585.



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Workers' Compensation Division