

Request for Reimbursement of Expenses

Complete this form, including your workers' compensation claim number, and send it to the insurer that processes your claim. Include copies of receipts for all items except private vehicle mileage. Incomplete requests will be returned for additional information. You must request reimbursement by whichever date is later: (a) two years from the date the costs were incurred or (b) two years from the date the claim or medical condition is finally determined compensable.

Name _____ Claim number _____

Mailing address _____ Apt. # _____ ☐ This is a new address

City _____ State _____ ZIP _____ Phone _____

P.O. Box _____ City _____ State _____ ZIP _____

TRANSPORTATION				
Start location	End location	Medical provider	Trip miles	Date
				TOTAL miles

MEALS								
Date	Breakfast	City	Date	Lunch	City	Date	Dinner	City
	\$			\$			\$	
	\$			\$			\$	
	\$			\$			\$	
								TOTAL meals reimbursement

LODGING			
Hotel/motel name	Location	Date	Cost
			\$
			\$
			\$
			TOTAL lodging reimbursement

PRESCRIPTIONS			
Name of medication	Doctor	Date	Cost
			\$
			\$
			\$
			\$
			TOTAL prescription reimbursement

By my signature, I certify that all information I have given in this request for reimbursement is true and contains no false statements or misrepresentations.

Signature of worker _____ Date _____

TOTAL miles
\$
TOTAL meals, lodging, and prescription reimbursement

Standard rates for the continental United States:

Lodging and meal rates effective Oct. 1, 2025 – Sept. 30, 2026		ALL private vehicle mileage effective Jan. 1, 2026 72.5 cents per mile
Breakfast	\$17.00	Previous mileage rates: 01/01/25 – 70 cents per mile 01/01/24 – 67 cents per mile 01/01/23 – 65.5 cents per mile 07/01/22 – 62.5 cents per mile
Lunch	\$17.00	
Dinner	\$34.00	
Lodging	\$110.00	
Lodging rates do not include taxes. Room taxes are reimbursable in addition to the lodging allowance.		

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

County	Effective dates	Max. lodging rate*	Meal rate**
Clackamas	10/01/25 – 09/30/26	\$136	\$80
Clatsop	10/01/25 – 06/30/26	\$141	\$86
	07/01/26 – 08/31/26	\$236	\$86
	09/01/26 – 09/30/26	\$141	\$86
Deschutes	10/01/25 – 05/31/26	\$125	\$86
	06/01/26 – 08/31/26	\$192	\$86
	09/01/26 – 09/30/26	\$125	\$86
Lane	10/01/25 – 05/31/26	\$132	\$80
	06/01/26 – 07/31/26	\$192	\$80
	08/01/26 – 09/30/26	\$162	\$80
Lincoln	10/01/25 – 06/30/26	\$120	\$92
	07/01/26 – 08/31/26	\$167	\$92
	09/01/26 – 09/30/26	\$120	\$92
Multnomah	10/01/25 – 09/30/26	\$155	\$86
Washington	10/01/25 – 09/30/26	\$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%			

Rates obtained from [Bulletin 112](#). See bulletin for more information.