



**REQUEST FOR  
PERSONAL  
REIMBURSEMENT**  
CLAIMS DIVISION  
SFN 18435 (12/2023)

1600 E Century Ave, Ste 1  
PO Box 5585  
Bismarck ND 58506-5585  
**Telephone 800-777-5033**  
Toll Free Fax 888-786-8695  
TTY (hearing impaired) 800-366-6888  
Fraud and Safety Hotline 800-243-3331  
www.workforcesafety.com

Reimbursement may be delayed if this form is not filled out completely or if the form is not signed and dated. See the reverse side of this form for reimbursement guidelines and allowable rates.

<b>SECTION 1 – Injured employee’s information</b>							
Claim number		Injured employee’s (First name)			(Last name)		
<b>SECTION 2 – Reimbursement information</b>							
		<b>Trip 1</b>			<b>Trip 2</b>		
Date and time you left to attend this appointment							
Street address and city you departed from <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other							
Street address and city you drove to							
Name of doctor or medical provider seen and name of facility							
Phone number of doctor, medical provider, or facility, if known							
Date and time of your appointment							
Date and time your appointment ended							
Date and time you arrived back from the trip							
<b>SECTION 3 – Meal expenses</b> (Receipts are not needed. Include the date of each meal and indicate if it was breakfast, lunch, or supper.)							
Date	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	Date	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	Date	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	Date	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper
Date	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	Date	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	Date	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	Date	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper
<b>SECTION 4 – Lodging expenses</b> (Receipts are required. Include date, hotel name, and amount of tax)							
Date	Amount	Name of hotel		Date	Amount	Name of hotel	
Date	Amount	Name of hotel		Date	Amount	Name of hotel	
<b>SECTION 5 – Other expenses</b> (Itemized receipts are required. Reimbursement of luggage fees requires a receipt from the airline.)							
Date	Amount	Service		Date	Amount	Service	
<b>SECTION 6 – Signature</b>							
I declare that the statements on this form are true and I understand that falsifying my claim constitutes a Class A Misdemeanor. Persons falsifying claims in this regard forfeit any additional benefits relative to this work injury.							
Injured employee’s signature						Date	

**C40a**

## Reimbursement Guidelines

Requests for reimbursement must be received within 1 year from the date of the expense. If you choose medical treatment outside your local area where care is available, travel reimbursement may be denied.

### Mileage Reimbursement

- Injured employee must travel over 50 miles one way or have a total of 200 miles in a calendar month to be eligible for reimbursement. Travel must be to obtain the closest medical or hospital care.
- Workforce Safety & Insurance (WSI) calculates mileage from street address to street address using Google Maps.
- WSI pays mileage at the current state rate. Contact WSI for the current rate at 800-777-5033 or 701-328-3800.
- Receipts are not needed.
- Mileage reimbursement is for personal vehicles, not public transportation or rental cars.

### Meal Reimbursement

Reimbursement is allowed for travel while away from the normal place of living residence for 4 hours or more. Injured employees will not be reimbursed for the first quarter if travel began after 7:00 a.m. To claim expenses for the second and third quarters, the injured employee must have begun travel at least 1 hour before the start of the quarter being claimed, and travel must extend at least 1 hour into the quarter being claimed. The expense allowance for each quarter of any 24-hour period effective August 1, 2015, is outlined in North Dakota Century Code § 44-08-04.

<u>Meal Allowance</u>	<u>In-State</u>	<u>Out-of-State</u>
First quarter: 6 a.m. to 12 p.m.	\$ 9.00	20% of GSA M&IE rate
Second quarter: 12 p.m. to 6 p.m.	\$14.00	30% of GSA M&IE rate
Third quarter: 6 p.m. to 12 a.m.	\$22.00	50% of GSA M&IE rate
Fourth quarter: 12 a.m. to 6 a.m.	N/A	N/A

### Lodging Reimbursement

- Lodging expenses may be reimbursed if they are necessary and reasonable.
- Itemized receipts are required.
- WSI pays the actual cost of lodging, when the actual cost is less than the reimbursement amount.

Additional forms can be found at [www.workforcesafety.com](http://www.workforcesafety.com) or by calling customer service.