

IC File # \_\_\_\_\_

**ITEMIZED STATEMENT OF CHARGES FOR TRAVEL**

Emp. Code # \_\_\_\_\_

**The Use of This Form Is Required Under the Provisions of the Workers' Compensation Act**

Carrier Code # \_\_\_\_\_

Employee's Name _____			Employer's Name _____			Telephone Number _____		
Address _____			Employer's Address _____			City _____	State _____	Zip _____
City _____ State _____ Zip _____			Insurance Carrier _____					
( ) - _____ Home Telephone			( ) - _____ Work Telephone			Carrier's Address _____ City _____ State _____ Zip _____		
			( ) - _____ Carrier's Telephone Number			( ) - _____ Fax Number		

For travel beginning January 1, 2026, employees are entitled to reimbursement of \$0.725, provided they travel 20 miles or more roundtrip. Special consideration will be given to employees who are totally disabled. No reimbursement is allowed for trips to purchase medications or supplies unless medically necessary. These items must be purchased on visits to medical providers (G.S. § 97-25).

DATE	NAME OF MEDICAL PROVIDER	CITY	TOTAL MILES ROUNDRIP
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			
<b>OTHER EXPENSES</b>	If overnight stay is necessary, the following items will be approved as submitted. (Receipts must be furnished for carrier's file.)	Total motel expense incurred through 6/30/25 (actual, up to \$78.90 per day for in-state or \$93.20 per day out-of-state). Total motel expense incurred on or after 7/1/25 (actual, up to \$94.10 per day for in-state or \$111.10 per day out-of-state).	
		Total meal expense incurred through 6/30/25 (\$9.00 Breakfast, \$11.80 Lunch, and \$20.50 Dinner in-state or \$23.30 out-of-state). Total Meal expense incurred on or after 7/1/25 (\$10.60 Breakfast, \$14.00 Lunch, and \$24.40 Dinner in-state or \$27.70 out-of-state). :	
		Total parking & cab expense (actual charge):	
		Total for other expenses:	
		Total Miles:	
		<b>X [mileage rate]</b>	
		Other expenses:	
		Total all expenses:	

\*Prior mileage rates are as follows: (a) \$.70 for 2025; (b) \$0.67 for 2024; (c) \$0.655 for 2023; (d) \$0.625 for 7/1/22-12/31/22; (e) \$0.585 for 1/1/22-6/30/22; (f) \$0.56 for 2021; (g) \$0.575 for 2020.

I hereby certify that I have incurred all expenses listed above as a result of my workers' compensation injury.

\_\_\_\_\_  
Employee signature

**Employee:**

Mail your bill in duplicate promptly to employer and/or insurance carrier

\_\_\_\_\_  
Carrier's approval

**Employer or Carrier/Administrator:**

Travel may be reimbursed directly to the employee. It is not necessary to submit bills to the Commission for approval. Pay and retain copy in carrier's file.

**NOTICE TO INJURED EMPLOYEE:**

THIS FORM SHOULD BE RETURNED TO THE CARRIER AT THE ADDRESS ABOVE FOR PAYMENT.