

INSTRUCTIONS FOR COMPLETING AN ITEMIZED CLAIM FOR TRANSPORTATION AND LIVING EXPENSES

Please Read All Instructions Before Completing the Form

When Are Travel Expenses Payable?

Per A.R.S. 23-1062 (B); An employee shall submit himself for medical examination from time to time at a place reasonably convenient, if and when requested by the insurance carrier. A place is reasonably convenient even if it is not where the employee resides if it is the place where the employee was injured and the insurance carrier pays in advance the employee's reasonable travel expenses, including the cost of transportation food, lodging, and loss of pay, if applicable.

Per A.R.S. 23-1062 (C); If the employee must travel more than 25 miles from the employee's place of residence to obtain medical care, reasonable travel expenses shall be reimbursed.

How Much is Paid for Mileage?

If traveling by personal vehicle, the reimbursement rate is \$.67 per mile (effective 1/27/25), round trip, using the most direct route. For commercial travel (bus, train, plane), reimbursement will be made according to the least expensive mode of travel. Arrangements for travel by commercial vehicle must be made in advance with the claims adjuster.

How Much is Paid for Lodging?

Lodging expenses are allowed if travel requires an overnight stay. Lodging reimbursement rates are dependent upon the location of stay and time of year. Reference the Lodging Reimbursement Rates noted below. All requests for overnight stays must be pre-approved by your claims adjuster. Receipts for each night's lodging are required and should be submitted with this form.

When are Meals Payable?

Injured workers who must travel more than 25 miles one way for treatment are eligible for meal reimbursement. Workers should request reimbursement for the actual cost of the meal, not to exceed the maximum allowable.

Penalties for False Reporting

It is punishable by law to obtain compensation by submitting false statements. By signing the Itemized Claim for Transportation Form CF-480, you are acknowledging that it is a crime to make willful, false statements to obtain compensation. By signing the document, you are also acknowledging that all statements are true, accurate and complete, and that you acknowledge that it is a crime to fraudulently collect workers compensation benefits and the said crime could be punishable by law. If any benefits are fraudulently obtained, i.e., missed appointment for which you have requested reimbursement for mileage and/or meals, you may be held responsible to reimburse the carrier for any fees that are incurred.



Lodging Reimbursement Rates (effective 1/27/25)

City	County	Date	Rate Per Day
Grand Canyon / Flagstaff	Coconino/Yavapai	October 01 - October 31	\$144
Grand Canyon / Flagstaff	Coconino/Yavapai	November 01 - February 28	\$110
Grand Canyon / Flagstaff	Coconino/Yavapai	March 01- September 30	\$144
Kayenta	Navajoi	October 01- September 30	\$145
Phoenix/Scottsdale	Maricopa	October 01 - January 31	\$160
Phoenix/Scottsdale	Maricopa	February 01 - March 31	\$229
Phoenix/Scottsdale	Maricopa	April 01 - May 31	\$161
Phoenix/Scottsdale	Maricopa	June 1 - August 31	\$110
Phoenix/Scottsdale	Maricopa	September 01 - September 30	\$160
Sedona	City limits of Sedona	October 01- December 31	\$213
Sedona	City limits of Sedona	January 1-February 28	\$164
Sedona	City limits of Sedona	March 01 - April 30	\$274
Sedona	City limits of Sedona	May 01 - August 31	\$183
Sedona	City Limits of Sedona	September 01- September 30	\$213
Tucson	Pima	October 01 - December 31	\$123
Tucson	Pima	January 01- March 31	\$171
Tucson	Pima	April 01 - September 30	\$123
If a city not listed is in a county whose rate is listed, then the county's rate applies. Otherwise, the rate to the right applies.		All Year	\$110

Meal Reimbursement Criteria and Rates

If an injured worker must travel more than 25 miles one way, he/she is eligible for meal reimbursement under the following conditions:

Breakfast is payable if in travel status prior to 6 a.m. and not included in the lodging rate.

Lunch is payable if the trip begins before 11 a.m. and continues past 2 p.m. AND the trip is greater than 6 hours.

Dinner is payable if the trip ends after 8 p.m.. The amount claimed for meals should be the actual cost of the meals, not to exceed the maximum allowable.

Maximum payable meal reimbursement amounts are shown below (effective 01/09/23):

Applicable County	Breakfast	Lunch	Dinner
City or County not included below	\$10	\$12	\$27
Maricopa (including all independent cities within)	\$12	\$15	\$32
Coconino (not including Sedona)	\$13	\$16	\$35
Pima (including all independent cities within)	\$11	\$13	\$30
City of Sedona	\$14	\$17	\$38