



ADMINISTRATIVE RULES OF MONTANA



24.29.1409 TRAVEL EXPENSE REIMBURSEMENT

- (1) Payment of travel expense is subject to the following:
 - (a) Claims for travel reimbursement must be submitted on a form provided by the insurer within 90 days of the date the expense was incurred. After 90 days, the insurer must make reimbursement, unless, during the 90 days that the reimbursement was available:
 - (i) the insurer has proof of providing written notice to the injured worker that travel reimbursement is available; and
 - (ii) the written notice stated that a travel reimbursement claim must be submitted to the insurer within 90 days of the worker incurring the expense.
 - (b) The type of travel selected must be the least costly form of travel unless the travel is not suitable for the claimant's medical condition, as certified by the claimant's physician.
 - (c) Reimbursement of travel is excluded under the following conditions:
 - (i) The first 100 miles of automobile travel are excluded each month unless the insurer requested the travel pursuant to 39-71-605 , MCA.
 - (ii) Travel to a medical provider within the claimant's community is excluded.
 - (iii) Travel outside the claimant's community is excluded if comparable treatment is available within the community, unless the insurer requests the claimant to travel to another community.
 - (iv) Travel is excluded when it is incurred while traveling to unauthorized or disallowed treatment or procedures.
 - (d) For purposes of this rule, "community" means the area within a 15 mile radius of the claimant's residence as determined by the most direct automobile route between the claimant's residence and the provider.
 - (e) The insurer is not liable for injuries that result from an accident that occurs during travel for treatment of the claim as provided in 39-71-704 , MCA.
 - (f) Reimbursement for travel expenses shall be determined as follows:
 - (i) Personal automobile and private airplane mileage expenses shall be reimbursed at the current rates specified for state employees. Prior authorization from the insurer is required for the use of a private airplane. Total reimbursable automobile miles shall be determined according to the most direct highway route between the claimant's residence and the provider.

- (ii) Expenses for eligible meals shall be reimbursed at the meal rates established for state employees.
 - (iii) Actual out-of-pocket receipted lodging expenses incurred by the claimant shall be reimbursed up to the maximum amounts established for state employees. Lodging in those areas specifically designated as high cost cities shall be reimbursed at actual cost. Any claim for receipted or high cost lodging reimbursement must be accompanied by a receipt from a licensed lodging facility. If the claimant fails to obtain a receipt, the reimbursement is the amount set for state employees.
 - (iv) Miscellaneous transportation expenses, such as taxi fares or parking fees, are reimbursable and must be supported by paid receipts.
- (2) Preauthorized expenses incurred for direct commercial transportation by air or ground, including rental vehicles, shall be reimbursed when no other less costly form of travel is available to the claimant, or when less costly forms of travel are not suitable to the claimant's medical condition, as certified by the claimant's physician.
 - (a) If a claimant chooses to use commercial transportation when a less costly form of travel suitable to the claimant's medical condition is available, as certified by the claimant's physician, reimbursement shall be made according to the rates associated with the least costly form of travel.

Authorizing statute(s): 39-71-203, MCA

Implementing statute(s): 39-71-704, MCA

History: NEW, 1990 MAR p. 1564, Eff. 8/17/90; AMD, 1993 MAR p. 2804, Eff. 12/1/93; AMD, 2006 MAR p. 210, Eff. 1/27/06; AMD, 2024 MAR p. 1457, Eff. 7/1/24.