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To: Texas Workers' Compensation Insurance Carriers

From: Kara Mace, Deputy Commissioner, Legal Services

Date: August 3, 2021

RE: New DWC Form-048, *Request to Get Reimbursed for Travel Costs*

The Texas Department of Insurance, Division of Workers' Compensation (DWC) has adopted a new form: DWC Form-048, *Request to Get Reimbursed for Travel Costs*. The form is available for immediate use. We posted the draft DWC Form-048 online for a 30-day period from July 29, 2020, to August 28, 2020.

The adoption of this form is necessary to prevent delays in reimbursing injured employees for travel expenses by making it clear that they should submit the form to the insurance carrier, not DWC. In response to feedback received during the comment period, instructions were added to clarify that additional pages may be submitted, if necessary, and to encourage injured employees to communicate with the adjuster before they submit their reimbursement request.

Injured employees should use the adopted form by November 1, 2021. Insurance carriers may continue to accept the prior form after that date. The form is on the [TDI website](#).