



Oregon WIC Program
800 NE Oregon St. Ste. 865

Exemption Request for Travel Expenses

This form is for requesting reimbursement for alternative travel (such as air, train, or rental vehicle), rather than mileage. Please note that requests for reimbursement of rental vehicle costs will only be approved if the rental vehicle is a passenger van carrying six (6) or more individuals, and if there is not a similar vehicle available to you through your agency.

Complete the form and submit to your agency's assigned Nutrition Consultant at least four (4) weeks prior to planned travel. Your Nutrition Consultant will return the form to you. If your request is approved, please include the approved form with your submission of expenses to the state.

Requester's Name:	Position:
Agency:	Email Address:
Traveler Name(s):	Traveler Position(s):
Number of Travelers:	Travel Dates:
Departing from:	Traveling to:
Cost of request (e.g., airfare cost, cost of train ticket): \$	
Justification/rationale for request: <i>Why are you requesting alternative transportation? Is your proposal more cost-effective than mileage reimbursement? Please include a cost comparison.</i>	

FOR OFFICE USE ONLY

Approval: Approved
 Not approved. Reason:

Signature: _____

Date: _____