0420.03 Travel Reimbursement for Mandatory Second Opinion
Issued September 17, 2001

SUBJECT: Travel Reimbursement for Mandatory Second Opinion.
(Procedure renumbered from 1210.21)

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide guidelines for mandatory second opinion travel reimbursement.

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SUMMARY: Under specified circumstances, employees may be reimbursed for travel associated with obtaining a mandatory second opinion.

APPLICABLE FORMS: A-23, Travel Expense Voucher.

PROCEDURES:

Employees:

- If enrolled in the state health plan, may be reimbursed for travel expense to obtain mandatory second doctor's opinion:
  - If round trip is more than 100 miles from home or from work:

From Home: Bargaining Units:

A-02 (Safety and Regulatory).
A-31 (Labor and Trades).
C-12 (Security).
H-21 (Scientific and Engineering).
T-01 (State Police Enlisted).
W-22 (Human Services).
W-41 (Administrative Support).

From Work: Bargaining Units:

L-32 (Technical).
U-11 (Institutional).

From Home or Work: Bargaining Unit E-42 (Human Services Support) and Non-Exclusively Represented Employees (NEREs).

NOTE: After the first 100 miles, travel is reimbursed at current "in lieu of" rate issued in Standardized Travel Regulations.

- If the doctor is more than 200 round trip miles away, employees and their dependents may voluntarily obtain a second (or third) opinion. Reimbursement is limited to no more than 100 miles at the "in lieu of" rate.

- Must include the following information using Form A-23, Travel Expense Voucher:
  - Date of travel.
  - Doctor's name and address.
  - Travel is for purpose of obtaining a second (or third) opinion.
  - If second opinion is for a dependent, include dependent's name and relationship (spouse, son, daughter).

Premium mileage reimbursement object code 120 is used as the charge code for this expense.

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