

Working Out of Town?



Prepare for success with this

Travel Checklist

Before accepting the job		Contact area Business Representative		Find out if there is any money that is not able to be reciprocated
		Verify the contractor is signatory in that area		Agree on per diem, mileage reimbursement and travel time
		Verify the wage rate of that area		Know what tools are required for the job
		Find out what agreement you will be working under		Know the job details, including what clothing is appropriate for the work
		Find out if they will be home funding your benefits		
Before starting the job		Have the required ID and documents for filling out new hire paperwork		Research hotels, campgrounds and rentals in the area for availability/rates
		Fill out reciprocity forms and submit them to Fund Offices (not the employer)		Consider sharing a hotel room with a co-worker to save money
		Get all contact information for the job		Pack extra clothes/medication in case the job goes longer than expected
		If Direct Deposit isn't an option, open an account at a national bank chain		Be prepared and pack for all kinds of weather
		Have at least \$1,000 set aside for travel expenses		Check in with the local Business Representative
		Have a credit card in your name. It may be required for hotel stays, car rentals, etc.		
While on the job		Drive your own vehicle and have your own tools		Save money by purchasing food from a grocery store instead of a convenience store
		Save all receipts for lodging and gas		Pack a cooler of food each day to avoid the expense of eating out
		For long-term projects, plan trips home in advance with your Foreman		

Be Prepared
Be Successful

