

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

