




International Brotherhood of Electrical Workers • Local 46
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I.B.E.W. LOCAL 46 TRAVEL LETTER PROCEDURES EFFECTIVE IMMEDIATELY

1. Travel letters will be issued to Local 46 Members signing any out of workbook through Dispatch and approved by the Business Manager. Plan ahead, a travel letter could take up to 24 hours to process.
 2. Applicant must be on the Local 46 Out-of-Work List and categorized as “UNEMPLOYED” in order to receive a Travel Letter. **Members categorized as “SALTING”, “WORKING UNDERSCALE”, or on the “SICK” list are not eligible to receive a Travel Letter.** Travel letters can be sent via email or facsimile to an IBEW Local or sent directly to the member via email.
 3. Applicant must be in good standing with Working Dues current and **Basic Dues paid two (2) months in advance**, unless approved by Business Manager.
 4. Local 46 applicants will be allowed to work in other IBEW Locals and be eligible to sign and remain on the Local 46 out of work list.
 - Members have the **OPTION** to place themselves on Traveling Status. If you choose to place yourself on Traveling Status, send your dispatch from the other Local Union to dispatch1@ibew46.com or fax 253-395-6539 and request to be placed on Traveling Status.
 - If you choose to not place yourself on Traveling Status, you are responsible for re-signing yourself through your dispatch log-in, via email to dispatch1@ibew46.com or fax 253-395-6539.
 5. If a Member notifies the Dispatch Office to place them on Traveling Status, the Dispatch Office will then freeze their number until the Member reinstates themselves to “UNEMPLOYED” status, or the Business Manager notifies them of a labor shortage in the Local 46 jurisdiction.
 6. To reinstate your number from Traveling Status, you must submit a termination notice from that out-of-town employer that you originally placed yourself on traveling status with via email, in-person, or fax, ***within seven (7) working days of termination.***
- You must receive a clean RIF to reinstate your number. If you fail to check-in with the dispatch office within seven (7) working days, you will lose your position on the book.**
7. When returning to the Local 46 Out-of-Work List, status changes shall be processed after the completion of Inside Wire Book 1 referral.
 8. If you have any questions regarding the Travel Letter Procedures, please call the Dispatch Office at (253) 395-6530 or contact via email at dispatch1@ibew46.com as soon as possible.



Mark Davis, Business Manager
I.B.E.W. Local Union No. 46



Date