International Brotherhood of Electrical Workers • Local 46
19802 62nd Ave S, Suite 105 • Kent, WA 98032
253-395-6500 (voice) • 253-872-7059 (fax)
www.ibew46.org

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.

5. 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

11/7/26
Date