




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 work book 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 when first applying. Additional requests for travel letters will be sent via facsimile to the Local Unions of the IBEW when you are out working around the country.
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. In order to remain on the out of work list, applicants must then notify the Local 46 Dispatcher by fax at (253) 395-6539 immediately after taking a job in another Local and contact Local 46 Dispatch to verify their travelling status.
5. Upon notification of employment, Dispatch will then freeze your number until the Business Manager notifies you of a manpower shortage in Local 46 jurisdiction.
6. In order to restore your frozen number, you must submit to the Local 46 Dispatch Office, a termination notice from your last out of town employer within seven (7) working days of termination.
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.


Sean Bagsby, Business Manager
I.B.E.W. Local Union No. 46

7-8-2020
Date