



YUKON WORKERS'
COMPENSATION
HEALTH AND
SAFETY BOARD

SUBJECT: BOARD OF DIRECTORS

POLICY NO.: BD-07

BOARD APPROVAL: _____

APPROVAL DATE: April 17, 2007

BOARD ORDER NO.: _____

EFFECTIVE DATE: April 1, 2007

POLICY STATEMENT

POLICY: TRAVEL

Application

This policy applies to the Board of Directors of the Workers' Compensation Health and Safety Board, which includes the President/CEO ('the Board of Directors'), and the Workers' Compensation Appeal Tribunal ('the Tribunal').

General Information

This policy provides procedures for authorization of travel by the Board of Directors and the Tribunal for purposes such as business meetings, training sessions, and conferences.

Policy Statement

1. Authorization

- (a) Travel by members of the Board of Directors shall be approved by the Board of Directors and recorded in its minutes.
- (b) The Board of Directors shall authorize and record in its minutes, travel for the President/CEO outside of the Yukon.
- (c) Travel for the Tribunal shall be pre-authorized.
- (d) Authorization for travel shall be obtained on a "Travel Authorization and Claim" form. The form shall identify the number of days spent on travel status and the number of days spent on non-travel status.

2. Rates for Travel Expenses and Accommodation

Rates for travel expenses and accommodation are set out in Appendix A of this policy.

Authorized persons on travel status under this policy who are required to make additional arrangements for care of dependents who permanently reside with that person, shall be eligible to be reimbursed for actual and reasonable expenses to a daily maximum of \$35 for each dependent. Reimbursement shall not be made where payment is made to a member of the immediate family who permanently resides with the person covered under this policy.

For the purposes of this section, dependents shall mean children under the age of 16 or over the age of 16 years if that child is dependent on a person covered under this policy by reason of mental or physical infirmity.

Appendix

Appendix A: Travel Expense and Accommodation Rates

References

- FN – 01 Exemption from Yukon Government Management Board Directives
- BD – 06 Honoraria for the Workers' Compensation Health and Safety Board and Members of the Workers' Compensation Appeal Tribunal

History

1. Board Member Travel Policy, BD-07, effective May 24, 2005, revoked April 1, 2007 and replaced with Travel, BD-07 April 1, 2007.
2. Board Travel Policy, GC-03, effective April 24, 2001, revoked May 24, 2005 and replaced with Board Member Travel BD-07 May 24, 2005.
3. Board Travel, amended April 24, 2001; effective April 1, 2001.
4. Board Travel, amended July 25, 2000; effective April 1, 2000.
5. Board and Staff Travel, effective September 9, 1993.

Chair