

 <p>Yukon Workers' Compensation Health and Safety Board</p>	<b>Part:</b>	<b>YWCHSB Board of Directors</b>		
	<b>Board Approval:</b>		<b>Effective Date:</b>	<b>August 25, 2009</b>
	<b>Number:</b>	<b>BD-02</b>	<b>Last Revised:</b>	
	<b>Board Order:</b>		<b>Review Date:</b>	

## TRAVEL

### GENERAL INFORMATION

This policy provides for authorization, if claimed, of travel by members of the Board of Directors of the Yukon Workers' Compensation Health and Safety Board (YWCHSB) and members of the Workers' Compensation Appeal Tribunal (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 the minutes of the Board of Directors.
- b) The Board of Directors shall authorize travel for the President/CEO outside Yukon.
- c) Travel shall be pre-authorized.
- d) Authorization to 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, if claimed, for travel expenses and accommodation are set out in Appendix A of this policy.

#### 3. Care of Dependents

A member of the Board of Directors or a member of the Tribunal on travel status who is required to make additional arrangements for care of dependents who permanently reside with the Board of Directors member or Tribunal member shall be

eligible to be reimbursed actual and reasonable expenses, if claimed, to a daily maximum of thirty-five dollars (\$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 Board of Directors member or a Tribunal member.

For the purposes of this policy, dependents shall mean children under the age of 16 or over the age of 16 years if that child is dependent on the President/CEO, Board of Directors or Tribunal member by reason of psychological or physical disability.

## **APPLICATION**

This policy applies to the Board of Directors of the YWCHSB and the Tribunal, including the President/CEO.

## **APPENDIX**

Appendix A: Travel Expense and Accommodation Rates

## **HISTORY**

BD-02, "Travel", effective July 1, 2008, revoked August 25, 2009.

BD-07, "Travel", effective April 1, 2007, revoked July 1, 2008.

GC-03, "Board Travel", effective April 24, 2001, revoked May 24, 2005  
and replaced with Board Travel BD-07 May 24, 2005.

GC-03, "Board Travel", effective January 1, 2000, revoked April 21, 2001.

GC-03, "Board and Staff Travel", effective September 23, 1993, revoked January 1, 2000.

**Travel Expense and Accommodation Rates - Effective April 1, 2011****Appendix A****Meals and Incidental Expenses****1. Full Days on Travel Status (includes meals and incidentals)**

The amount claimed up to a maximum of:

<u>Yukon</u>	<u>NWT</u>	<u>Nunavut</u>	<u>Rest of Canada</u>	<u>Alaska</u>	<u>Rest of USA</u>
\$99.60 Cdn	\$112.50 Cdn	\$129.15 Cdn	\$86.35 Cdn	\$99.60 US	86.35 US

**2. Partial Days on Travel Status**

The amount claimed up to a maximum of:

	<u>Yukon (Cdn)</u>	<u>NWT (Cdn)</u>	<u>Nunavut (Cdn)</u>	<u>Rest of Canada (Cdn)</u>	<u>Alaska (US)</u>	<u>Rest of USA (US)</u>
Breakfast	\$15.60	\$21.35	\$21.05	\$15.05	\$15.60	\$15.05
Lunch	\$18.45	\$20.65	\$28.60	\$14.15	\$18.45	\$14.15
Dinner	\$48.25	\$53.20	\$62.20	\$39.85	\$48.25	\$39.85

**3. Incidental Expenses**

<u>Canada</u>	<u>USA</u>
\$17.30 Cdn	\$17.30 US

**4. Distance Allowance for Private Vehicle**

61 cents per kilometer  
Minimum daily rate for mileage of \$2.35

**5. Long Distance Telephone Calls**

Starting on the 3<sup>rd</sup> day of continuous travel, personal phone calls @ \$10.00 per day

**6. Accommodation Rates****Lodging at a commercial establishment**

Actual expenses for lodging at a commercial establishment as pre-authorized prior to travel

**Lodging at a private accommodation**

\$50.00 per night

**Free accommodation from a private business or a government**

No claim shall be paid by YWCHSB