



YUKON WORKERS'  
COMPENSATION  
HEALTH AND  
SAFETY BOARD

SUBJECT: BOARD OF DIRECTORS

POLICY NO.:BD-07

BOARD APPROVAL: 

APPROVAL DATE: May 24, 2005

BOARD ORDER NO.:

EFFECTIVE DATE: May 24, 2005

**REVOKED**  
APR 01 2007

## POLICY STATEMENT

POLICY:      **BOARD MEMBER TRAVEL**

### **Application**

This policy applies to the Board of Directors of the Workers' Compensation Health and Safety Board ("the Board of Directors") and the Workers' Compensation Appeal Tribunal ("the Tribunal"), including the president.

### **General Information**

This policy provides procedures for authorization of travel by the Board of Directors 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 outside the 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 for travel expenses and accommodation are set out in Appendix A of this policy.

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 member or Tribunal member shall be eligible to be reimbursed 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 Board member or Tribunal member.

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

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Chair

## Travel Expense and Accommodation Rates - Effective April 1, 2006

## 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>
\$82.45 Cdn	\$86.35 Cdn	\$109.30 Cdn	\$69.60 Cdn	\$82.45 US	\$69.60 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	\$13.95	\$12.95	\$20.35	\$12.50	\$13.95	\$12.50
Lunch	\$13.75	\$14.90	\$21.60	\$12.00	\$13.75	\$12.00
Dinner	\$43.25	\$47.00	\$55.85	\$33.60	\$43.25	\$33.60

**3. Incidental Expenses**

<u>Canada</u>	<u>USA</u>
\$11.50 Cdn	\$11.50 US

**4. Distance Allowance for Private Vehicle\***

55.0 cents per kilometer

Minimum daily rate for mileage of \$2.35

**5. 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**

\$13.50 per night.

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

No claim shall be paid by the board.

**REVOKED**  
APR 01 2007

Board Approval	
	May 16/06
Signature	Date