

 Yukon Workers' Compensation Health and Safety Board	Part:	YWCHSB Board of Directors		
	Board Approval:	Original signed by Chair	Effective Date:	August 25, 2009
	Number:	BD-02	Last Revised:	
	Board Order:		Review Date:	

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.

Chair