



YUKON WORKERS'
COMPENSATION
HEALTH AND
SAFETY BOARD

SUBJECT: Board Travel POLICY NO.: GC-03

BOARD APPROVAL: *[Signature]*

APPROVAL DATE: April 24, 2001

BOARD ORDER NO.:

EFFECTIVE DATE: April 1, 2001

REVOKED

MAY 24 2005 *[Signature]*

POLICY STATEMENT

SECTION 93, 100
REFERENCE: *Workers' Compensation Act*

POLICY: BOARD TRAVEL

GENERAL INFORMATION

This policy provides authorization for corporation travel, such as business meetings, training sessions, and conferences.

POLICY

A. APPLICATION

This policy applies to business travel for the members of the Workers' Compensation Health and Safety Board (the "Board"), including the President.

B. AUTHORIZATION

- (a) Travel shall be pre-authorized.

- (b) The Board shall authorize travel for the President outside the Yukon, excluding Alaska.
- (c) Travel for individual appointed Board members shall be approved by the Board and authorized by the Chair.
- (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.

C. RATES FOR TRAVEL EXPENSES AND ACCOMMODATION

Rates for travel expenses and accommodation shall be set out in Appendix A.

APPENDIX

Appendix A: Travel Expense and Accommodation Rates

HISTORY

1. Policy, Board and Staff Travel Policy Statement, effective September 9, 1993.
2. Policy, Board Travel Policy Statement, amended November 16, 1999; effective January 1, 2000.
3. Policy, Board Travel Policy Statement, Appendix A amended July 25, 2000; effective April 1, 2000.
4. Policy, Board Travel Policy Statement, amended April 24, 2001; effective April 1, 2001.

Board Approval	
 Signature	 Date

Travel Expense and Accommodation Rates--effective April 1, 2001**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 & NWT</u>	<u>Nunavut</u>	<u>Rest of Canada</u>	<u>Alaska</u>	<u>Rest of USA</u>
\$69.75 Cdn	\$83.40 Cdn	\$59.70 Cdn	\$69.75 US	\$59.70 US

2. Partial Days on Travel Status

The amount claimed up to a maximum of:

	<u>Yukon & NWT</u>	<u>Nunavut</u>	<u>Rest of Canada</u>	<u>Alaska</u>	<u>Rest of USA</u>
Breakfast	\$11.70 Cdn	\$12.45 Cdn	\$10.05 Cdn	\$11.70 US	\$10.05 US
Lunch	\$12.15 Cdn	\$20.20 Cdn	\$10.35 Cdn	\$12.15 US	\$10.35 US
Dinner	\$34.40 Cdn	\$39.25 Cdn	\$27.80 Cdn	\$34.40 US	\$27.80 US

3. Incidental Expenses

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

4. Distance Allowance for Private Vehicle

48.5 cents per kilometer

Accommodation RatesLodging 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.

Board Approval	
	
Signature	Date

Travel Expense and Accommodation Rates - Effective April 1, 2004**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>
\$75.75 Cdn	\$76.95 Cdn	\$103.90 Cdn	\$66.15 Cdn	\$75.75 US	\$66.15 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	\$11.85	\$12.45	\$18.75	\$11.55	\$11.85	\$11.55
Lunch	\$12.45	\$13.40	\$21.10	\$11.30	\$12.45	\$11.30
Dinner	\$39.95	\$39.60	\$52.55	\$31.80	\$39.95	\$31.80

3. Incidental Expenses

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

4. Distance Allowance for Private Vehicle*

47.5 cents per kilometre

Accommodation Rates**Lodging at a commercial establishment**

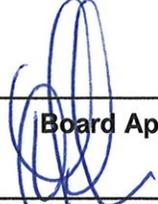
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Lodging at a private accommodation

\$13.50 per night.

Free accommodation from a private business or a government

No claim shall be paid by the board.

Board Approval	
	
_____ Signature	_____ Date