

REVOKED

APR 24 2001



YUKON WORKERS'  
COMPENSATION  
HEALTH AND  
SAFETY BOARD

SUBJECT: Board Travel POLICY NO.: GC-03

BOARD APPROVAL: *[Signature]*

APPROVAL DATE: *Nov 16/99*

BOARD ORDER NO.:

EFFECTIVE DATE: *Jan 1/00*

## POLICY STATEMENT

*Revoked*

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

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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**

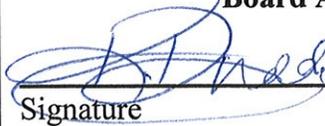
Rates for travel expenses shall be set out in Appendix A.

**APPENDIX**

Appendix A: Travel Expense 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.

<b>Board Approval</b>	
	<i>Nov 16/99</i>
Signature	Date

**Rates effective January 1, 2000**

**Appendix A: Travel Expense Rates**

1. Full Days on Travel Status (includes meals and incidentals)

The amount claimed up to a maximum of:

In YT, NWT & Nunavut	Rest of Canada	In Alaska	U.S.A.
\$63.60 Cdn	\$53.70 Cdn	\$63.60 US	\$53.70 US

Outside Canada & U.S. as per Treasury Board of Canada Personnel Management Manual<sup>1</sup> Chapter 370 Appendix C Plus 25% for incidentals.

2. Partial Days on Travel Status

The amount claimed up to a maximum of:

	In YT, NWT & Nunavut	Rest of Canada	In Alaska	U.S.A.
Breakfast	\$11.60 Cdn	\$9.95 Cdn	\$11.60 US	\$9.95 US
Lunch	\$12.00 Cdn	\$10.25 Cdn	\$12.00 US	\$10.25 US
Dinner	\$34.00 Cdn	\$27.50 Cdn	\$34.00 US	\$27.50 US

Outside Canada & U.S. as per Treasury Board of Canada Personnel Management Manual<sup>1</sup> Chapter 370 Appendix C Plus 25% for incidentals.

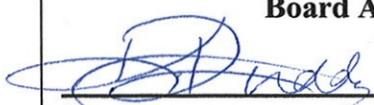
3. Incidental Expenses

In Canada	In U.S.	Outside of Canada and US
\$6.00 Cdn	\$6.00 US	*25% of daily meal total as set out in the Treasury Board of Canada Personnel Management Manual
		*Chapter 370 Appendix C

4. Distance Allowance for Private Vehicle

42.5 cents per kilometre

<sup>1</sup>These rates may be obtained from the Yukon Government, Department of Finance

<b>Board Approval</b>	
	<u>Nov 16/98</u>
Signature	Date