



Policy *Revocation* Proposal BD-02 Travel

In the course of considering proposed amendments to our current policies to align with the new *Workers' Safety and Compensation Act* (the 'Act'), this policy has been identified for revocation.

The new Act comes into force July 1, 2022. The intended effective date of the proposed policy revocation will be July 1, 2022.

Members of the board of directors and Appeal Tribunal are appointed by the Government of Yukon. Terms and conditions, including travel rates, are set by the government under its General Administration Manual (GAM), Policy 1.8.

The purpose of current policy BD-02 is to provide authorization requirements and rates for expenses and accommodations when travelling for purposes such as business meetings, training sessions and conferences. The board of directors has no policy making authority for government appointed boards and committees. It has been the practice of the board of directors to adopt the Government of Yukon travel rates when they are updated each April 1.

It is proposed this policy be revoked and elements incorporated into the Board of Directors' Governance Guide. Administering terms and conditions and authorization for travel for the Appeal Tribunal would be more appropriate in procedures developed by the tribunal.

Current policy - attached

The board of directors is providing this policy revocation proposal to stakeholders to advise that the current policy is being revoked and that elements under the board of directors' authority will be incorporated into its Governance Guide.

The views of our stakeholders are important to us. Engagement on this policy revocation proposal closes on **March 31, 2022**. If you have comments about this revocation proposal, please provide your feedback by:

1. Downloading a [fillable form](#) on our website and sending it as an attachment to Policy.Feedback@wcb.yk.ca
2. Emailing comments directly to Policy.Feedback@wcb.yk.ca
3. Receipt in our building by March 31, 2022, by mail or drop off at
*Yukon Workers' Compensation Health and Safety Board
401 Strickland Street
Whitehorse, Yukon Y1A 5N8*

By the end of April a summary of all feedback on this policy *revocation* proposal will be published on our website at www.wcb.yk.ca



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BD-02 Travel

 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.



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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.