



YUKON WORKERS'
COMPENSATION
HEALTH AND
SAFETY BOARD

SUBJECT: BOARD OF DIRECTORS

POLICY NO.:BD-07

BOARD APPROVAL:

REVOKED

APPROVAL DATE: April 17, 2007

JUL 01 2008

BOARD ORDER NO.:

EFFECTIVE DATE: April 1, 2007

POLICY STATEMENT

POLICY: TRAVEL

Application

This policy applies to the Board of Directors of the Workers' Compensation Health and Safety Board, which includes the President/CEO ('the Board of Directors'), and the Workers' Compensation Appeal Tribunal ('the Tribunal').

General Information

This policy provides procedures for authorization of travel by the Board of Directors and the 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 its minutes.
- (b) The Board of Directors shall authorize and record in its minutes, travel for the President/CEO outside of the Yukon.
- (c) Travel for the Tribunal shall be pre-authorized.
- (d) Authorization for 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.

Authorized persons on travel status under this policy who are required to make additional arrangements for care of dependents who permanently reside with that person, shall be eligible to be reimbursed for 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 person covered under this policy.

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 a person covered under this policy by reason of mental or physical infirmity.

Appendix

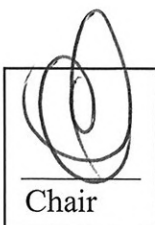
Appendix A: Travel Expense and Accommodation Rates

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 Member Travel Policy, BD-07, effective May 24, 2005, revoked April 1, 2007 and replaced with Travel, BD-07 April 1, 2007.
2. Board Travel Policy, GC-03, effective April 24, 2001, revoked May 24, 2005 and replaced with Board Member Travel BD-07 May 24, 2005.
3. Board Travel, amended April 24, 2001; effective April 1, 2001.
4. Board Travel, amended July 25, 2000; effective April 1, 2000.
5. Board and Staff Travel, effective September 9, 1993.



Travel Expense and Accommodation Rates - Effective April 1, 2007

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>
\$86.20 Cdn	\$95.45 Cdn	\$112.40 Cdn	\$72.20 Cdn	\$86.20 US	\$72.20 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	\$13.90	\$13.70	\$20.90	\$13.00	\$13.90	\$13.00
Lunch	\$14.20	\$16.90	\$22.45	\$12.40	\$14.20	\$12.40
Dinner	\$46.60	\$53.35	\$57.55	\$35.30	\$46.60	\$35.30

3. Incidental Expenses

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

4. Distance Allowance for Private Vehicle*

54.5 cents per kilometer
Minimum daily rate for mileage of \$2.35

5. Long Distance Telephone Calls

Starting on the 3rd day of continuous travel, personal phone calls @ \$10.00 per day.

6. Accommodation Rates

Lodging at a commercial establishment

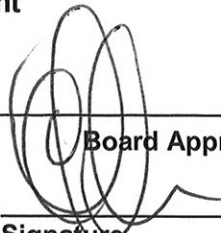
Actual expenses for lodging at a commercial establishment as pre-authorized prior to travel.

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.

Board Approval	
 Signature	Apr 17/07 Date