



**YUKON WORKERS'
COMPENSATION
HEALTH AND
SAFETY BOARD**

SUBJECT: Board and Staff Travel Policy POLICY NO.: GC - 03
BOARD APPROVAL: [Signature]
APPROVAL DATE: 93-09-23
BOARD ORDER NO.: _____
EFFECTIVE DATE: _____

POLICY STATEMENT

Revised Jan 1, 2000

SECTION
REFERENCE: **93(a)**

POLICY: **BOARD AND STAFF TRAVEL POLICY**

GENERAL INFORMATION

This policy provides authorization for Board members and staff to travel and establishes under what circumstances.

This policy should be read in conjunction with the Board and Staff Travel Directive which provides specific details of board travel, such as definitions, transportation and travel standards, distance allowances, accommodation, meals and incidental expenses, entertainment/hospitality, travel advances and travel claims.

POLICY

A. AUTHORIZATION

Employees or Board members shall only be authorized to travel for corporation business.

Corporation business may include business meetings, training sessions and conferences.

Before an employee travels on corporation business, the travel shall be authorized by a public officer of the Board who has the necessary signing authority under the Signing Authorities Directive. This "public officer" would generally be the employee's supervisor.

The President shall authorize travel outside the Yukon for an employee of the Worker's Compensation Health and Safety Board. The President may not delegate this authority.

The Board shall authorize travel outside the Yukon for the President of the corporation.

Before an individual Board member travels on corporation business the travel shall be approved by the Board as a whole and authorized by the Chair.

The travel authorization shall identify the number of working days that the employee or Board member will be absent including the number of days, if any that the employee or Board member will not be on travel status.

Authorization to travel on corporation business shall be obtained on a travel authorization and claim form.

B. TRAVEL ARRANGEMENTS

Board administration will determine the most effective and efficient process for making travel reservations. If YTG central travel is not used for this purpose, equitable distribution of business will be made to the private sector.

C. BONUS POINTS

Staff and Board members are permitted to accrue airline bonus points while travelling on board business, but the accrued bonus points shall, when sufficient points are accrued, be used towards future travel on board business.

D. RATES FOR TRAVEL EXPENSES

Rates for travel expenses in the Travel Directive will be in keeping with those set by the Yukon Territorial Government for employees of the Public Service.

E. APPLICATION OF FINANCIAL ADMINISTRATION ACT

The practices and procedures set forth in the Travel Directive will be in keeping with the Financial Administration Act.

F. EXCEPTIONS

Exceptions to this policy and to the companion travel directive are to be approved by the President of the corporation and reported to the Board at the next Board meeting.

REFERENCES

Workers' Compensation Health and Safety Board staff and Board member travel directive.