

**POLICY NUMBER: POL04-01**

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**Chapter:**  
**CLIENT SERVICES**

**Subject:**  
**TRAVEL AND RELATED EXPENSES**

**Authorization:**  
**Board of Directors' Minute - August 19, 1993**

**Effective Date:**  
**September 1, 1993**

**Last Update:**  
**August 1, 2010**

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**REFERENCE:**

Workers Compensation Act R.S.P.E.I. 1988, Cap. W-7.1, Section 18 (4), (5), (11), 59(4).

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**DEFINITION:**

In this policy

1. "Expenses" means the cost of transportation, meals, accommodation and miscellaneous charges associated with medical aid considered necessary by the Workers Compensation Board as a result of a compensable injury.
  2. "Medical aid" includes medical, surgical and dental aid, hospital and nursing services, chiropractic services provided by a registered chiropractor, occupational therapy and physiotherapy services provided by a licensed practitioner, x-ray and other treatment, drugs, dressings, appliances, apparatus, transportation and other goods, services and things the Board may authorize in promoting the medical rehabilitation of an injured worker.
  3. "Return to work programs" means modified duties, alternate duties or tasks, or ease back, including approved employer initiated ease back programs.
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**POLICY:**

1. To receive reimbursement of expenses from the Workers Compensation Board the worker must submit a **Worker's Expense Claim** (CL-08) form.
2. Receipts for all expenses, other than kilometer reimbursement and meal allowances, must be attached to the applicable **Worker's Expense Claim** (CL-08) form.
3. The payment of expenses must be pre-authorized by the Workers Compensation Board before the expenses are incurred by the worker.
4. Expense claims must be received within six (6) months of the receipt of medical aid for which the expense is incurred.
5. A travel advance may be given to the worker to cover reasonable travel expenditures, where the Workers Compensation Board arranges or approves out-of-province medical aid or assessment.
6. Transportation costs will be reimbursed at the same rate per kilometer as Workers Compensation Board employees when transportation is required for the following:
  - Medical treatments with attending physicians;
  - Physiotherapy, chiropractic, or any other treatment as deemed necessary or appropriate by the Workers Compensation Board;
  - Vocational rehabilitation programs to a maximum of \$175.00 per week, except where the Workers Compensation Board determines it is more cost effective to pay room and board costs in lieu of transportation to and from the program;
  - Any other meeting arranged by the Workers Compensation Board pertaining to a worker's claim.
7. Transportation costs will be reimbursed when transportation is required for return to work programs only in situations where the employee is in receipt of wage loss benefits.
8. In situations where personal use of a motor vehicle is not possible, workers are required to use the most appropriate and cost effective mode of transportation.

The mode of transportation must be pre-authorized by the Workers Compensation Board and reimbursement of commercial transportation costs will be based on receipts submitted.

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9. Where transportation is provided by means other than by commercial transportation, reimbursement is not to exceed the maximum kilometer rate in place for the use of a private motor vehicle.
10. The Workers Compensation Board does not reimburse a worker for transportation costs associated with pick up of prescriptions or for attendance at hearings with the Internal Reconsideration Officer or the Workers Compensation Appeal Tribunal.
11. Meal costs will be reimbursed when:
  - A medical treatment exceeds four (4) hours from the time that the worker leaves their place of residence until the completion of the medical treatment;
  - A meeting, pertaining to a workers claim and arranged by the Workers Compensation Board, exceeds four (4) hours from the time the worker leaves their place of residence until completion of the meeting.

The four (4) hour timeframe assumes the worker has traveled directly to the medical treatment/appointment.

12. Meal costs will be reimbursed at the following rates:

BREAKFAST	\$ 7.00
LUNCH	\$ 8.00
DINNER	\$ 18.50

13. Before reimbursement of expenses can occur, confirmation of attendance at the treatment/program must be received by the Workers Compensation Board.
14. In situations where overnight accommodations are required, other than for vocational rehabilitation programs, workers will be reimbursed to a maximum of \$110.00 per night (inclusive of taxes). Receipts are required.
15. Accommodations in a private residence will be reimbursed at a rate of \$10.00 per night. Receipts are not required for reimbursement of private residence accommodation costs.
16. Where out-of-province medical travel, within Canada, is pre-approved for a worker, the Workers Compensation Board will make best efforts to have the transportation and accommodation costs for such travel invoiced directly to the Workers Compensation Board.

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17. Workers sent out of Canada by the Workers Compensation Board for approved medical services will be paid for the appropriate travel expenditures incurred.
18. Workers who travel outside Canada for personal reasons and who require medical treatment or medications in another country will be reimbursed only to the extent that payments would be made for similar procedures in Prince Edward Island under existing Workers Compensation Board policies or agreements. The reimbursement would be in Canadian dollars at the rate payable in Prince Edward Island.
19. In circumstances that are medically necessary and where prior approval is given by the Workers Compensation Board, appropriate travel costs for an attendant to travel with a worker will be reimbursed by the Workers Compensation Board.  
  
Prior approval for an attendant to travel with the worker may be waived in situations where the injury is life threatening.
20. Attendant fees will be paid only when the attendant is a health professional and the services of a health professional are medically required to accompany the worker to the medical appointment.

**Annual Review Of Travel Reimbursement Rates**

21. On an annual basis the Workers Compensation Board will review the accommodation rate and the meal allowance paid to workers. For the purposes of this review, the Workers Compensation Board will use the relevant Statistics Canada indexes for the following categories:
    - Accommodation Allowance – Producer price index, services (Traveller accommodation services).
    - Meal Allowance – Consumer Price Index, food, by province (Food purchased from restaurants).  
Each of these indexes provides a percentage (%) change from the previous year. The Workers Compensation Board will adjust the travel reimbursement rates (if applicable) based on the average % change for New Brunswick, Nova Scotia, and Prince Edward Island.
  22. If the average % change from the previous year is a positive percentage, the travel reimbursement rate would be increased to reflect this percentage.
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23. If the average % change from the previous year is a negative percentage, the travel reimbursement rate would remain unchanged until such time as the application of annual adjustments results in a travel allowance rate increase.
  24. Any increase that results from the review of travel reimbursement rates will become effective August 1<sup>st</sup> of that year.
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**HISTORY:**

August 1, 2010 - Effective August 1, 2010 the meal reimbursement rate for dinner increased from \$18.00 to \$18.50.

September 30, 2009 - Effective October 1, 2009 transportation costs will be reimbursed at the same rate per kilometer as Workers Compensation Board employees.

July 23, 2009 - Amended to reflect an increase to the meal reimbursement rates effective August 1, 2009. The increase was made as a result of the annual review of travel reimbursement rates.

July 31, 2008 - Amended to reflect increases to the travel reimbursement rates and the addition of an annual review of travel reimbursement rates.

September 22, 2005 - Amended to increase the reimbursement rate from \$.22 cents/km to \$.27 cents/km, changed the name of the policy from "Travel Allowance" to "Travel and Related Expenses", and made revisions to streamline the process for reimbursement.

January 23, 2003 - Modified to include two (2) travel claim forms (one (1) for travel less than four (4) hours and one (1) for travel more than four (4) hours or out of province travel) and added accommodation allowance amount of \$80.00.

October 24, 2002 - Modified length of time worker has to submit travel claim from one (1) month to six (6) months.

May 16, 2002 - Clarified policy with respect to attendance at appeal hearings.

March 28, 2002 - Claimant Travel Allowance (POL04-01) policy: (1) renamed to Travel Allowance (POL04-01); (2) revised to replace following policies – "Companion Expenses" dated November 15, 1994; "Medical Coverage for Workers Travelling Outside Canada for Personal Reasons", dated October 14, 1993; "Medical Care - Out of Province Referrals" dated April 16, 1996; and "Medical Care - Out of Province Travel Advances and Expenses" dated

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November 15, 1994; and (3) revised to include a standard form (Worker Travel Claim, CL-02).

November 27, 2000 - Travel allowance for rehabilitation programs clarified to specify that reimbursement is to be provided only in circumstances where the worker suffers a wage loss. Reviewed by the Board of Directors and revised policy implemented effective December 14, 2000.

November 8, 2000 - Travel allowance for rehabilitation programs clarified to include a maximum rate of \$150.00 per week. This rate has been increased by 20% to reflect an increase equivalent to the mileage rate increase. Reviewed by the Board of Directors and revised policy implemented effective November 20, 2000.

May 18, 2000 - Travel & Meal Costs Claimant Reimbursement policy revised. Revisions included title, format, rates and removal of all references to a “Early Return to work program”. Reviewed by the Board of Directors and revised policy implemented effective May 18, 2000.

July 14, 1994 - Travel & Meal Costs Claimant Reimbursement policy revised. Reviewed by the Board of Directors and revised policy implemented effective July 14, 1994.

August 19, 1993 - Travel & Meal Costs Claimant Reimbursement policy revised. Reviewed by the Board of Directors and policy implemented effective September 1, 1993.