

**DIRECTORS' TRAVEL****1. STATEMENT OF POLICY**

Costs to directors of traveling to and from Governance Council meetings or otherwise on business of the Governance Council are to be paid for from the Accident Fund.

In order to ensure the prudent management of the resources of the Accident Fund, any plans for international business travel by individual Directors of the Governance Council must be approved by the Governance Council.

2. AUTHORITIES

Workers' Compensation Act: Sections 2 and 4

3. PROVISIONS

The WCB will pay the return travel costs of bringing the Governance Council Directors to a Governance Council meeting or approved function. Directors are entitled to receive an honorarium and a per diem allowance while travelling on WCB business.

Travel arrangements should be made so as to allow Directors to arrive from their resident community at the location of the Governance Council meeting or approved function the day before the event commences. Travel arrangements should also allow return to resident communities, as soon as possible, after the adjournment of the event.

In determining how payments and reimbursements to Directors are calculated, this policy recognizes that Directors have full time careers outside of their duties on the Board, and that travel in the north is often difficult and unpredictable.

A. Travel

Air travel arrangements should take into consideration the most economical method, but also ensure that the Director is not unduly inconvenienced.

Director's air travel arrangements will normally be made by the the Executive Assistant to the President, with the costs directly invoiced to the WCB. Directors may make their own air travel arrangements, provided they notify the Executive

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Assistant to the President. The Director's travel agent must obtain approval from the Executive Assistant to the President for authorization to invoice the WCB for these travel costs. The costs may also be charged to the Directors individual corporate travel credit card.

Circumstances may arise where the Director travels from a location other than from his/her resident community to a Governance Council meeting or approved function. In such situations the WCB will pay the lesser of:

- a) The return travel costs to the resident community, and associated honoraria and per diem allowance.
- b) The actual travel costs and associated honoraria and per diem allowance.

If the circumstances that caused the Director to travel from a place other than his or her resident community were a requirement of the Director's employment or professional obligation, the Governance Council may authorize payment of an amount greater than that specified above, if the expenses incurred were unavoidable and necessary.

Directors may, for personal reasons, revise their travel arrangements by extending their stay, and/or linking personal travel. Where a Director's travel arrangements are revised for personal reasons, the WCB will cover the cost of travel, per diem allowance, and honoraria up to the amount that would have been incurred by the original travel arrangements. Any costs above those that would have been incurred by the original travel arrangements are the responsibility of the Director.

Transportation by vehicle to and from Governance Council meetings outside of the Director's resident community or for other business of the Council is to be reimbursed at kilometric rates not to exceed those specified in the *Travel Directive* of the Treasury Board Secretariat of Canada.

B. Travel on Behalf of the Governance Council to Functions – Other Than Governance Council Meetings

Travel for Directors may be approved either as a result of an individual application or as a result of a Governance Council Decision to send representative(s) to a specific function. When the Governance Council approves attendance at a specific event and designates the Director(s) who will travel, no further action is required. If, however, individual Directors identify an event requiring travel, which they

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wish to attend, whether within or outside Canada, Governance Council approval is required.

a) Application

Requests for travel approval shall be submitted to the Governance Council in writing, and shall contain:

- information on the event to be attended
- rationale for travel
- an outline of the proposed travel arrangements and anticipated costs

b) Approval

The Governance Council will consider the following factors in making its decision:

- i) Is the purpose of travel directly related to or a natural outgrowth of the Governance Council's mandate and activities?
- ii) Will attendance at the event benefit the WCB and/or its stakeholders by:
 - providing information on a significant development in the area of workers' compensation which could have application for this WCB;
 - enhancing an individual Directors knowledge of compensation issues and his/her ability to serve on the Governance Council; or contributing to the development of compensation standards, consistency and/or understanding.
- iii) Will there be opportunity for an exchange of relevant information or ideas from a comparable WCB or organization?
- iv) Is there sufficient time remaining in the Director's term of appointment to use the knowledge gained for the benefit of the Governance Council?
- v) Is there money available in the budget?
- vi) Are there other, less expensive ways to achieve the same purpose(s)?

**DIRECTORS' TRAVEL****c) Post Travel Requirements**

The Director returning from approved travel shall, within 30 days after return, report on his/her trip to the Governance Council, either verbally or in writing.

Guidelines Governing Members' Travel

- i) All Directors are entitled to attend, on an annual basis, the AWCBC Congress and their choice of either the AWCBC College or one other event related to the mandate of the Workers' Compensation Board.
- ii) The Chairperson is entitled to unlimited travel, subject to Governance Council approval of international travel, to events related to the mandate of the Workers' Compensation Board.
- ii) Nothing in these guidelines is intended to limit travel that is required for a Director to carry out his or her duties and responsibilities as a Director. The Chairperson will approve, in advance, whether the travel is necessary for the Director to carry out his or her duties and responsibilities as a Director.

d) Failure to Participate

If a Director is attending a function on behalf of the Governance Council and does not actively participate in the function, unless due to illness or unforeseen circumstances, the Director will be held personally responsible for all related expenses.

e) Transportation

Economy airfare is to be used but Governance Council Directors may request Business Class when the travel segment time is four (4) hours or longer, or where the Director has special needs that would be best accommodated in Business Class.

**DIRECTORS' TRAVEL****C. Expenses**

Governance Council Directors will be provided a per diem allowance to cover expenses for accommodation and meals.

- a) Accommodation arrangements will be made by, and where possible costs will be directly invoiced to, the WCB, except for use of private accommodation which will be reimbursed at a rate of \$50 dollars per day. Commercial accommodation is to be used, except when: staying in private accommodation; an acceptable level of quality is not available; or no commercial accommodation is available. Accommodation with Government rates is used whenever possible.
- b) Meals, incidentals and other expenses will be reimbursed at rates set out in the *Travel Directive* of the Treasury Board Secretariat of Canada; however, should a director incur expenses over and above this amount, him/her may be reimbursed with proof of receipt.

D. Special Circumstances

If circumstances arise which are not addressed within this policy, the matter will be referred to the Chairperson for review and decision.

5. HISTORY

Policy Directive B-005 (02/09/26)	Governance Council Travel
Policy Directive B-005 (01/04/19)	Board of Director Travel
Policy Directive B-005 (01/04 -28)	Board of Director Travel
Policy Directive B-005 (00/03-41)	Board of Director Travel
Policy Directive B-005 (98/07/16)	Board of Director Travel
Policy Directive B-005 (96/11/21)	Board of Director Travel
Board Directive B-89 (91/01/09)	Travel for Directors

Chairperson