

## Vocational Rehabilitation Travel Expense Report Instructions

Workers may be reimbursed for kilometers traveled **in excess** of their regular pre-injury travel to the workplace. In situations where an alternate method of transportation is used, **actual costs** may be reimbursed if they are more economical and appropriate.

**Reimbursement for Pre-approved Travel** (original receipt required): Mileage \$0.34/km (Effective: April 1, 2003)

Meals    \$6.00 Breakfast  
              \$8.17 Lunch  
              \$16.00 Dinner

### Completing the Table:

- The Date and Time of Trip column is important to determine eligibility for reimbursement and to track costs.
- The Reason for Trip column also allows the WCB to determine whether reimbursement is appropriate. More importantly, the information in this column helps the WCB manage your claim and recovery effectively.
- The Expense Type might include, for example, toll bridge or parking. Method of Travel (in the same column) allows you to indicate whether you traveled by car, bus or taxi. This is relevant because it lets us know whether you should be indicating actual costs in the last column, or the expense amount of the difference in mileage.
- Kilometres Traveled tells us how far you traveled to work before your injury and how far you currently travel to your vocational rehabilitation program. From this we can determine the appropriate amount of mileage to reimburse you.
- The Expense Amount may be your mileage x \$0.34/km, if you traveled by personal vehicle. However, if you used the bus to get to your vocational rehabilitation program, for example, then you would enter your actual costs for bus fare here.
- Total Expenses Incurred is the total amount of all your entries in the Expense Amount column.

### Example #1:

	Date and Time of Trip DD MM YYYY Time	Reason for trip	Type of Expense OR Method of Travel	Kilometers Traveled			Expense Amount
				KM Pre	KM Post	KM Diff	
1	04/09/2002 8:30am	Meeting with potential new employer	Car	10	15	5	\$1.70
2	04/09/2002 8:30am	Attend training program	Bus	10	25	15	\$1.65*
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\* In this case, the actual bus fare is more appropriate and economical than the mileage cost for the difference in kilometers traveled. Therefore, the WCB will reimburse the actual bus fare.

### Example #2:

	Date and Time of Trip DD MM YYYY Time	Reason for Trip	Type of Expense OR Method of Travel	Kilometers Traveled			Expense Amount
				KM Pre	KM Post	KM Diff	
1	04/09/2002 8:30am	Attend training program	Parking				\$5.00
2							