

LMR Travel Expenses

Introduction

Workers participating in WSIB approved LMR plans are entitled to be reimbursed for associated travel and parking expenses. We do not however pay travel costs while a worker is conducting routine job search activities.

Policy 19-03-06 (LMR Expenses) states the WSIB pays the necessary expenses related to a labour market re-entry (LMR) assessment and plan. For travel and parking, the policy refers to 17-01-09 for more specific guidelines. Policy 17-01-09 addresses both medical appointments and for LMR travel expenses.

1. The worker does not have a vehicle, or has a disability that prevents travel by public transit, OR
2. When a prevailing non-work related condition requires this means of transportation, and travel is essential to the LMR plan established for the work related disability.

Workers using taxi services without pre-authorization should be paying for the taxi expense and then submitting the receipts for consideration.

The taxi company on a Taxi Services Account Card (F0247) should submit pre-authorized taxi expenses. This account card is a 2-part form. The billing number, provider name and address are pre-printed on the form. The person authorizing the taxi must complete the following fields and sign the form:

- Passenger's name
- Given name
- Claim number
- Authorised by (print name and location in full)
- Date of appointment
- From
- To

If any sections are left blank or incomplete the taxi driver may refuse to accept the account card for payment. The taxi accounts are mailed to the worker. The taxi driver completes the balance of the account and the worker

Notice: This document is intended to assist WSIB decision-makers in reaching consistent decisions in similar fact situations and to supplement applicable WSIB policies and guidelines as set out in the Operational Policy Manual (OPM). This document is **not a policy** and in the event of a conflict between this document and an OPM policy or guideline, the decision-maker will rely on the latter.

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How do I know which mode of travel to accept?

When considering which mode of travel to accept, the decision-maker must keep in mind the practicality, expedience and medical necessity. If there are any questions about the workers' ability to travel in one mode or another, the Nurse Case Managers should be consulted.

Transportation expenses are paid based upon the most direct route to the destination.

Types of Transportation

Taxis & Specialized Transport

To consider payment of taxis or other specialized transport, the following conditions must be considered:

signs the F0247 at their destination. Taxi companies cannot charge parking and accounts should be adjusted down to reflect this extra charge.

Receipts should be obtained to confirm the worker used this method of transportation prior to reimbursement.

Public Transportation

When a worker is capable of taking public transit and these services are available in the workers locale, this method of travel should be the accepted travel method.

Travel by public transit is reimbursed in full. If a worker chooses to travel by an alternate method, we will only reimburse the equivalent of the cost of public transit.

Mileage

Worker travel cost by personal vehicle is reimbursed when public transit is unavailable. Payment is made at the approved mileage rates, which can be found in Policy 18-01-05 Table of Rates.

When reimbursing mileage expenses, payment should generally be calculated on the most direct route to the destination. The travel policy allows for discretion in determining the route to accept by considering practicality, expediency and medical necessity.

Parking

Parking fees are reimbursed when the use of the workers' personal vehicle has been approved as part of the LMR plan. Parking expenses may be paid the first time without receipts, however, you should advise the worker that any future claim for parking costs require receipts. Meter parking does not provide receipts. WSIB will reimburse the worker up to \$4.00 for meter parking.

Accommodation

If an LMR plan requires a worker to lodge away from home, accommodation expenses will be paid at the approved rates for hotels and room and board. The approved rates can be found in Policy 18-01-05 Table of Rates.

Receipts are required from the worker's landlord if the worker is claiming room and board.

Meals

If a worker is required by the LMR plan to lodge away from home, meal expenses are paid. The exception to this is if the worker is lodging away from home in a room and board scenario. When room and board is paid to a worker, this also includes the cost of meals.

Meal allowance is also paid if the worker is attending scheduled appointments.

The policy on meal expenses indicates all meals are paid at the approved rates, however there is a longstanding administrative practice of requesting receipts. Therefore, all meals should have receipts submitted for the claimed expenses. The worker can be reimbursed the actual amount of the meal up to the maximum, which is the approved rate found in the policy Table of Rates 18-01-05.

Case Study #1

Eddie Haskell is participating in his LMR plan. As part of the costs, travel by personal vehicle was approved to his college classes. You receive a receipt claiming taxi costs for one day with a note explaining the car broke down and he took a taxi one-day to get to class.

Do you accept the cost of the taxi for the one-day, or do you continue to pay based upon mileage costs.

Case Study #2

Theodore Cleaver is traveling by car to his college every day. The most direct route is 45 km one way to the college. Theodore has started taking the 407 highway, adding 15 km to his trip and the toll fee, but saves him 15 minutes of driving.

Do you accept the additional costs of 30 km and the toll fee, or do you pay based upon the most direct route?

Case Study #3

Clarence Rutherford will be starting a college program in 3 weeks. His provider has submitted a plan requesting mileage to and from college for the duration of the program. Clarence's program is in a college within the city limits and there is public transportation available from his residence to the college. There are no medical restrictions on file to indicate that Clarence could not take transit.

Do you accept the service providers plan to include mileage to and from college?

ANSWERS

Case Study 1: Eddie is responsible for the upkeep of his car therefore although he had to take a taxi on one particular day, we still pay LMR expenses based upon the mileage costs to travel to the college.

Case Study 2: Mileage costs are generally calculated based upon the most direct route. If however Theodore decides to travel by a different route, you have the discretion to accept the faster route. Things you should consider when making this decision include whether or not Theodore has a medical restriction for prolonged sitting which may affect his performance in school.

Case Study 3: Because public transit is available and Clarence is capable of taking transit, the LMR plan should be input with the cost of public transit only and Clarence and the service provider should be notified of this decision.

TIPS Newsletter

TRAINING IN POLICY SUMMARY

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