

Am I required to provide receipts?

Yes, receipts for all expenses, other than mileage and meal allowances must be attached to the Worker's Expense Claim form.

Are there limits for reimbursement of expenses?

The following expenses have limits:

- Mileage
- Meals
- Accommodations
- Travel for vocational rehabilitation

As outlined in Travel and Related Expenses, Policy Number: POL-03, on an annual basis the Workers Compensation Board will review the kilometre reimbursement rate, accommodations rate and the meal allowance paid to workers. Any increase that results from the review of travel reimbursement rates will become effective August 1st of that year.

Please call the number shown below or visit our website for current rates and/or limits.

Is travel covered for medical services outside of Canada?

Workers sent out of Canada by the Workers Compensation Board for approved treatment will be paid for the appropriate travel expenses incurred.

Workers who travel outside Canada for personal reasons and who require medical treatment or medications for their compensable injury in another country may be reimbursed only to the extent that payments would be made for similar treatment or medications in PEI under existing Workers Compensation Board policies and agreements. The reimbursement would be in Canadian dollars at the rate payable in PEI.



Information Guide: Travel

Revised: March, 2011

For more information, please contact:

**Workers Compensation Board
14 Weymouth Street,
PO Box 757, Charlottetown, PE C1A 7L7
Tel: 1-800-237-5049 (toll free in Atlantic Canada)
1-902-368-5680
Fax: (902) 368-5696
Website: www.wcb.pe.ca**

May I claim travel expenses as part of my Workers Compensation Board claim?

Yes. The Workers Compensation Board of Prince Edward Island will provide payment for the cost of travel expenses associated with medical services required as a result of a worker's workplace injury. The payment of expenses must be pre-approved by the Workers Compensation Board before the expenses are incurred by the worker.

What is included as travel expenses?

Travel expenses include the following:

- Travel to medical appointments or an approved health care treatment/program; confirmation of attendance at the appointment or treatment/program must be received before reimbursement will be provided
- Travel to a vocational rehabilitation program
- Travel to a meeting arranged by the Workers Compensation Board
- Meal allowances, when a medical treatment or a meeting arranged by the Workers Compensation Board, exceeds four (4) hours from the time that a worker leaves their residence until the completion of the medical treatment or meeting
- When required, accommodations and bridge/boat/toll fares

Travel expenses incurred through the use of a private motor vehicle will be paid as a per kilometer rate.

Do I have to use my own vehicle to claim travel expenses?

In situations where a worker does not have their own motor vehicle, the worker is required to use the most appropriate and cost effective mode of transportation.

When are travel expenses not covered?

The Workers Compensation Board does not cover expenses for:

- Picking up prescriptions and medical supplies
- Attending hearings with the Internal Reconsideration Officer or the Workers Compensation Appeal Tribunal

If a worker is unsure about coverage, the worker should contact their case worker and confirm eligibility.

Are advances for travel an option?

Yes. A travel advance may be given if the Workers Compensation Board approves out-of province medical assessment or treatment. A Worker's Expense Claim form must be completed upon completion of the travel.

Are transportation costs covered while I am participating in a return to work program?

Yes. If the worker is participating in a return to work program and is in receipt of wage loss benefits, transportation costs will be reimbursed.

Will the Workers Compensation Board pay for someone to attend my medical appointments with me?

Yes, if it is medically necessary. If the injury is life threatening, prior approval may be waived. Attendant fees will be paid only when the attendant is a health professional and the services of a health professional are medically required.

How do I request reimbursement?

Requests for reimbursement must be made within six (6) months of the expense being incurred. A Worker's Expense Claim form must be completed. The form is available at www.wcb.pe.ca or at the Workers Compensation Board office. You may also request a copy to be sent to you by contacting the Workers Compensation Board office at 368-5680 or toll free in Atlantic Canada at 1-800-237-5049.