

Title: **REMUNERATION, BUSINESS and TRAVEL EXPENSES**
Effective Date: September 22, 2011

Purpose

Travel or other expenses may be incurred by members of the Board of Directors for the purpose of conducting the business of the Board of Directors or to represent the Board.

Remuneration for Directors is set out in the Order in Council appointing them. Remuneration for Members of Committees who are not Directors is set by the Board of Directors.

This protocol establishes a framework of expenses which may reasonably be charged, and which will be reimbursed by the Workers Compensation Board.

Scope / General Policy Statement

This protocol, as may be amended from time to time by decision of the Board, applies to all Members of the Board of Directors and to Members appointed to a Committee who are not Board Members. The protocol fits within the terms for Directors' remuneration as set out by Order in Council.

Remuneration

1. Directors will be remunerated in accordance with the fee established by Order in Council for Board business, which includes:
 - a) each day or half-day of conference participation,
 - b) travel time as measured from leaving place of residence or business to arrival at lodging or equivalent destination,
 - c) meetings for which the Chairperson of the Board has invited Directors' participation,
 - d) events at which Director representation has been authorized or requested by the Chairperson, including professional development events or meetings with stakeholders.

2. As set out in the Order in Council, Directors' fees are subject to a daily maximum.
3. Committee Members will be remunerated in accordance with the fee established by the Board of Directors for attendance at Committee meetings. Members are selected for Committees because of their expertise and Members are expected to maintain their expertise through ongoing attendance at professional development events, however, such attendances will not be remunerated by the WCB.

Travel

1. Out of Province travel requires the prior approval of the Chairperson of the Board.
2. Assistance with travel arrangements will be provided by the Executive Assistant to the President and CEO.
3. Where not paid directly by the WCB, airfare, accommodations and transportation expenses such as taxis will be reimbursed upon presentation of original receipts or other proof of payment.

When out of town travel requires the use of a travel consultant, a single designated travel agency approved by the President and CEO must be used. This measure will help provide consistent service, comprehensive reporting, guaranteed fares, discounts and other benefits to the WCB. Air travel is by economy air fare.

4. When non-refundable air travel tickets are purchased, the Director should obtain reasonable cancellation insurance in consultation with the travel consultant.
5. Should Directors wish to use a privately owned vehicle when air travel would normally be used and authorization is given, they are reimbursed for the lesser of:
 - The mileage at the scheduled rate; or
 - The economy airfare applicable at the time of travel.
6. Mileage may be claimed where it is necessary to use a Director's personal vehicle on Board business and will be reimbursed at the per kilometer rate

established for WCB staff. Detailed mileage information must be provided for reimbursement.

7. Directors may request a stay-over for personal reasons if they cover any resulting additional costs.*
8. Directors may use the frequent flyer points they collect while travelling on Board business for their own personal use. However, an airline must not be chosen for the sole purpose of gathering bonus points. When other airlines' flights suit the itinerary of the traveller at a lesser airfare, the less expensive flight and airline must be used.*¹
9. Directors will be reimbursed for reasonable expenses for additional coverage or travel medical insurance where desired.
10. Incidentals allowance: An incidentals allowance of \$8.00 per day may be claimed for travel-related expenses where receipts are not typically available, such as tipping of bell hops or housekeeping.

Accommodations

1. Directors travelling to attend a conference, convention or meeting on Board business may stay at the hosting hotel.*
2. The Administration will make arrangements in advance to ensure that the hotel will bill the WCB directly since the WCB is GST exempt. The Director must sign all hotel bills.*
3. Directors who stay with friends or relatives while on Board business travel may represent a saving to the WCB. Reimbursement will be made for hospitality gifts other than alcohol not exceeding 80% of the cost that otherwise would have been incurred. Original receipts must accompany such claims.*

Meals and Miscellaneous Expenses

1. Directors may claim reasonable actual meal expenses with original receipts, while on Board business which does not already include a meal, excluding alcohol. Expenses must be reasonable for the locality.

¹ Paragraphs marked with an asterisk are replicated or updated from the WCB Staff Expense Policy.

2. Directors may claim reasonable actual meal expenses, with original receipts, while attending a local seminar, meeting or function which does not already include a meal, excluding alcohol.
3. The WCB will reimburse Directors for actual receipted expenses for personal long distance calls home, text messages and associated data charges to an average of \$10.00 per night while travelling outside Manitoba.*
4. Other reasonable actual expenses associated with travel, such as dry cleaning, may be claimed with original receipts.
5. Entertainment, including movies, is not an eligible expense.

Disclosure

1. Director and Member expense and remuneration claim forms may be disclosed under *The Freedom of Information and Protection of Privacy Act*.

Approvals

1. Exceptions to this protocol and/or reimbursement of expenses not covered by the guidelines may be allowed subject to the prior approval of the Chairperson.
2. The Corporate Secretary will verify all expense and remuneration claims for Directors and Members and then present them to the Chairperson for approval.
3. The Audit Committee Chairperson is responsible for reviewing and cosigning along with the President & CEO the expenses of the Chairperson.

History:

1. Protocol established July 13, 1994.
2. Protocol revised by the Board of Directors on September 22, 2011.