

## Client Services Policy Manual

Policy Number: **HC-07**  
Subject: **Travel and Accommodation - Claimants**  
Chapter: **Health Care Services**

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### Policy Statement

When a claimant is required to travel outside his/her home community for purposes of medical treatment, other purposes connected with management of the claim, or for rehabilitation purposes, WorkplaceNL will cover the cost of reasonable travel and accommodation expenses.

Allowances for travel and accommodations may be provided for:

### Overnight Accommodations

1. A per diem allowance (including meals) if staying with relatives or friends. No receipts necessary.
2. A per diem allowance (not including meals) when staying at any commercial establishment. Receipts must be provided.

### Meals

A fixed allowance for breakfast, lunch, and dinner. No receipts necessary.

### Transportation

- Public ground transportation to be used wherever possible. Air transportation will be provided at the direction of WorkplaceNL.

Where public ground transportation is not available, private vehicles may be used and an allowance per kilometre or per mile will be provided.

- WorkplaceNL will not pay for special taxis unless a valid reason is shown or prior authorization is given.
- Travel by ambulance is allowed where a Medical Consultant of WorkplaceNL certifies that such a mode of travel is necessary.

NOTE: Allowances for each of the foregoing categories shall be as established from time to time by the Management Committee of WorkplaceNL; but at no time shall exceed the level of allowances provided to WorkplaceNL staff.

WorkplaceNL will not supply a listing of commercial establishments to any claimant; however, where a claimant requests suggestions in

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respect to accommodations, WorkplaceNL may recommend licensed establishments that provide acceptable accommodations.

**Reference:** *Workplace Health, Safety and Compensation Act (the Act), Sections 19, 84 and 88*

### **Amendment History**

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| <i>Original Effective Date</i> | 1987 08 20 |
| <i>Revision #1</i>             | 2017 11 23 |
| <i>Next Review Date</i>        | 2022 11 01 |