



HBT POLICY: Transportation, Accommodation and Meal Expenses

Rehabilitation Services A-3.3.2

Policy Number OC-11-9-v1

Policy Statement:

This policy provides guidance in reimbursing transportation, accommodation and meal expenses to Employees participating in a Rehabilitation Plan.

Principles

- Expenses for transportation, accommodation and meals may be incurred by the Employee participating in a Rehabilitation Plan
- The Rehabilitation Plan may involve travel away from the Employee's community to access appropriate services

Guidelines

1. Rehabilitation Services reimburses transportation expenses to and from interventions or activities within a Rehabilitation Plan only when:
 - Transportation cost is a barrier for participation in a Rehabilitation Plan
 - The Employee is unable to pay without hardship
 - Transportation cost is significant due to the frequency of activities or intervention, or the distance travelled
2. When rehabilitation activities or interventions are not available in the Employee's community, Rehabilitation Services may reimburse expenses incurred by the Employee for:
 - Transportation to another community
 - Meals and accommodation in another community if an overnight stay is required

Practice

- 1) When determining reimbursement for transportation expenses, Rehabilitation Services considers the most economical cost of transportation that is reasonable:
 - a) If public transit is available, Rehabilitation Services reimburses the cost for public transit
 - b) If an Employee chooses to use their own vehicle, Rehabilitation Services reimburses:
 - i) Up to the cost for public transit when public transit is available

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- ii) The current fuel cost based on economy fuel consumption (see [Distance and fuel cost calculator](#) in *Relevant Documents/Links*) when public transit is not available
- 2) Rehabilitation Services reimburses Employees for accommodation expenses at actual cost up to average standards of the community in which the lodging is located
- 3) Rehabilitation Services reimburses Employees for meal expenses up to the costs Canada Revenue Agency allows for tax purposes (see [Canada Revenue Agency](#) in *Relevant Documents/Links*)
- 4) Transportation, accommodation and meal expenses are included in the Cost Benefit Analysis (CBA) for the Rehabilitation Plan

Definitions

- **Cost Benefit Analysis (CBA)** – A forecast of the savings to the Long Term Disability (LTD) Plan if rehabilitation is successful in resolving barriers to Employability
- **Employability** – The ability to perform Gainful Employment
- **Employee** – Employees of HBT’s member employers who are covered by the HBT LTD Plan (plus the HSA LTD Trusts)
- **Gainful Employment** – Occupation for which the Employee has the education, training and/or experience at a rate of pay defined by the Employee’s LTD plan (see [Collective Agreements: Long Term Disability Insurance Plans](#) in *Relevant Documents/Links*)
- **Rehabilitation**
 1. **Medical Rehabilitation** – Treatment designed to facilitate recovery from injury, illness, or disease and to restore sufficient physical, sensory, and mental functions to enable Gainful Employment. Treatment also includes assisting the Employee to compensate for deficits that cannot be reversed medically.
 2. **Vocational Rehabilitation** – Services offered to enable Employees with mental or physical disabilities to attain skills, resources, attitudes, and expectations needed to achieve Gainful Employment. Services offered may include skills enhancement or retraining.
- **Rehabilitation Costs** – Rehabilitation Expenditures plus total LTD benefit costs or estimated LTD benefit (pre-LTD) costs paid during the Rehabilitation Plan time period
- **Rehabilitation Expenditures** – Any monies spent on Employee rehabilitation including assessment, treatment, training, etc.
- **Rehabilitation Plan** – Documentation of Medical and Vocational Rehabilitation required to resolve barriers to Gainful Employment including outcome measures and a timeline

Relevant Documents / Links

A: Distance and fuel cost calculator

<http://www.enorthernbc.com/distance-chart.asp>

B: Canada Revenue Agency

<http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/Ins248-260/255/rts-eng.html>

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C: Collective Agreements: Long-Term Disability Insurance Plans
<http://www.heabc.bc.ca/Page20.aspx>
http://www.cssea.bc.ca/public_documents.php

Audit and Compliance

1. Rehabilitation Services and the Employee clearly agree upon costs and reimbursement for transportation, accommodation and meal expenses in writing prior to the commencement of the Rehabilitation Plan
2. Rehabilitation Services requires original receipts to reimburse the Employee

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