

VR Worker Travel Expenditure Guidelines

GUIDELINES: TRAVEL (TRANSPORTATION COSTS)

TRAVEL (Commute) – Car

Eligibility: Transportation costs may be paid where the distance between the point of origin and the destination is 20 kilometres or greater. Gas allowance is normally not paid if distance traveled is less than or equal to the worker's pre-injury commute. If public transit is available and reasonably practical, only transit fare (or pass) should be reimbursed, if more reasonable than paying gas allowance.

Amount: Establish reasonable gas allowance taking into consideration worker's normal daily commute (pre-injury). Add any additional out of pocket expenses (parking, tolls, etc) required for specific travel. Use www.bcgasprices.com trip cost calculator: enter vehicle make/model: get estimated cost of gas for trip.

Calculation (return trip): *[Trip cost (gas + expenses)] - gas for: 40 km [OR] worker's normal daily commute (pre-injury), whichever is higher*. Multiply daily cost by number of days worker will commute in specific month.

TRAVEL (Commute) – Away from home, No Vehicle

Mode of travel from accommodation to training site/VR program location should be:

- Motel/Hotel Shuttle if available, [or]
- Public Transit if available, [or, if shuttle & transit not available]
- \$20.00*/round trip Taxi (*estimated – may adjust if supported by receipts)

Amount: Multiply daily estimated commute cost (for means used) by number of days worker will commute in the specific month: Motel/hotel shuttle = daily cost of shuttle (\$0 if free), Public transit = daily cost of transit (or monthly pass if possible), Taxi = estimated flat rate allowance of \$20.00/round trip.

TRAVEL (Long-Distance)

Mode of travel (Personal Vehicle, Bus, Ferry, etc.) based on what is reasonable, available, and necessary. *Note: Air Travel is entitled under HealthCare Stream, not VR.*

Amount: Establish reasonable flat-rate allowance for the trip that will cover any direct travel costs to be incurred by worker. Allowance should not exceed what would be payable under Health Care travel protocol/bus-fare equivalent. Multiply cost of a return trip by number of trips that will occur in specific month.

Other: No vouchers provided (ferry/bus/taxi) - worker to purchase fare with advanced funds.

GUIDELINES: ACCOMMODATION & SUBSISTENCE (MEALS/OTHER)

ACCOMMODATION – Student Housing/Motel/Hotel

When reviewing available accommodation, student housing through the training institution should be explored, if applicable. Motel/hotel accommodation would not typically be considered for an extended stay (multiple months).

Amount: Student housing – paid at cost to training institute if available. Motel/hotel budgeted based on going rate for location and timeframe of stay. Barring exceptional circumstances, maximum rate is \$130/night (excluding taxes). For longer-term stay (e.g. 30 days), monthly/extended stay (reduced) rate should be negotiated with motel/hotel, if possible.

ACCOMMODATION – Rental Apartment/Room

For an extended stay (multiple months), a monthly allowance to cover the cost of accommodation (rental apartment/room) should be provided (rather than staying in a motel/hotel), if rental accommodation is reasonably available. Private rental accommodations must be located, arranged, and paid directly by the worker.

Amount: Budgeted based on going rate for location and timeframe of stay for bachelor/1bed suite (+utilities), or room rental. For reference, average rental rates in BC are available from the CMHC Rental Market Survey. Rental cost (incl. utilities) should not exceed cost of motel/hotel stay for similar destination & timeframe. If damage deposit is required, it is normally the responsibility of the worker.

Other: Worker to submit written confirmation of rate and copies of receipts for payment verification.

MEALS

Amount: VR meals paid based on flat-rate weekly meal allowance, prorated for number of weeks/days payable in specific month. Weekly rates are based on a 7-day week. Use meal allowance calculator to determine monthly allowance based on the number of days the worker will be away in the month.

- **With Kitchen/Kitchenette - \$175.00 /week**
- **Without Kitchenette - \$280.00 /week**

If some, or all, meals are provided with the worker's accommodation, the allowance should be adjusted accordingly. If the worker is staying in long term rental accommodations and is not maintaining a separate household (family members purchasing groceries at another residence), a meal allowance is not typically required because the worker is only incurring the normal costs associated with his/her own meals.