

# Travel Expense Guidelines

## How do I Get Reimbursed for My Expenses?

- Forms can be found online at [www.wcb.ns.ca](http://www.wcb.ns.ca) or requested by calling 1-800-870-3331
- Complete the form in full detail, sign and date. (If not the form may be returned)
- Fax completed form to (902) 491-8001 or mail to PO Box 1150, Halifax NS B3J 2Y2
- For your records, keep a copy of your travel form and receipts
- If claiming expenses for more than one WCB injury claim, make sure each claim number is submitted on a separate claim form or the forms may be returned to you
- Please submit your expenses at least every 3-6 months to avoid processing delays of your claim

## Expenses Not Covered for Reimbursement

- Travel to and from Drug Store for prescriptions
- Travel to and from work
- Travel relating to a WCB claim appeal
- Unscheduled visits to WCB office

## Sign up for Direct Deposit

WCB Nova Scotia offers direct deposit as a secure method of payment for eligible travel expenses. Complete the Deposit Enrollment Form ([wcb.ca/direct-deposit](http://wcb.ca/direct-deposit)) and return it with your expense form to receive your payments fast and securely.

## Expenses Covered for Reimbursement

### Mileage

\$0.4423/km (Effective April 1, 2015)

Parking and Tolls as incurred

## Expenses Requiring Advance Approval from Case Worker

- Driver/attendant (based on medical necessity)
- Taxi (receipt required)
- Air Travel (must be approved by WCB)

If your trip includes a pre-approved overnight stay, you will be reimbursed:

- \$40.00 per night (In-home Private Accommodations)
- For hotel accommodations, contact the WCB for approval and booking

## Reminders

- Please do not send in expenses until after you have travelled
- Travel form should be completed in full to avoid processing delays
- Travel reimbursement is based on kilometres and may be confirmed by WCB by using web-based mapping sites
- Travel forms may be audited. Please ensure your information is complete and accurate
- Please use the WCB Pay Direct system at your Pharmacy to fill all prescriptions related to your WCB claim
- Please note, travel claims normally take 2-3 weeks to process

[Travel Expense Form](#)

### Meals

Payable for trips over 100 km one way (200 kms round trip) (Effective July 10th, 2013)

\$8.00 Breakfast

\$15.00 Lunch

\$20.00 Dinner