

Travel Expense Guidelines

How do I Get Reimbursed for My Expenses?

- Submit your travel expenses quickly and easily via your WCB Online account. Visit wcb.ns.ca to login or register.
- WCB Online is a secure online service. Submitting travel expenses and other forms through your WCB Online account is fast, easy and completely secure.
- Within the forms section of your account, find information about form and payment status, including whether it has been submitted or is still in draft, and not sent.
- If you need help submitting travel expenses via WCB Online, please refer to the [User Guide](#).
- If you are not able to use WCB Online, a form can be found at wcb.ns.ca or requested by calling 1-800-870-3331. Complete the form in full detail, and fax the completed form to (902) 491-8001 or mail to PO Box 1150, Halifax NS B3J 2Y2.
- For your records, keep a copy of your receipts
- 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 pharmacy for prescriptions
- Travel to and from work
- Travel relating to an appeal of a decision related to your claim.
- Unscheduled visits to the offices of WCB Nova Scotia.

Sign up for Direct Deposit

WCB Nova Scotia offers direct deposit as a secure method of payment for eligible travel expenses. Sign up for WCB Online to enroll for direct deposit, or complete the [Deposit Enrollment Form](#) and submit it to the WCB to receive your payments fast and securely.

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 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

Expenses Covered for Reimbursement

Mileage

\$0.4423/km (Effective April 2015)

Parking and Tolls as incurred

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