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## Worker's Expense Statement

Name, address, postal code

WCB claim number: \_\_\_\_\_

The WCB may allow reimbursement for actual or reasonable additional expenses incurred to the nearest facility. However, where workers reside and work in the same community (as the medical or training facility), no additional travel or sustenance will be paid.

Transportation: Return fare for public transportation or an allowance of 57 cents per kilometre for use of private vehicle. North of 54th parallel will be 61 cents per kilometre. Entitlement is calculated from city centre to city centre per Google Maps.

Meals: Breakfast, \$10.00/lunch, \$18.00/dinner, \$23.00

Lodging: Reasonable and actual reimbursement for hotel accommodation will be authorized when supported by receipts. Private lodging per night: \$35.00

Child care expenses: Must be pre-approved, supported by a signed receipt and show date(s) of care and amounts.

Prescriptions: Complete the [Worker's Medical Expense Statement \(WME\)](#) form located on the WCB website.

### Complete the following

#### Travel/accommodations/meals - Trip 1:

Reason for travel: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  A.M.  P.M.  
MM/DD/YYYY

Home city: \_\_\_\_\_ City of appointment: \_\_\_\_\_

Departure date: \_\_\_\_\_ Time: \_\_\_\_\_  A.M.  P.M. Arrived home date: \_\_\_\_\_ Time: \_\_\_\_\_  A.M.  P.M.  
MM/DD/YYYY MM/DD/YYYY

Mode of travel: Car  \$ \_\_\_\_\_ Bus  \$ \_\_\_\_\_ Plane  \$ \_\_\_\_\_

Taxi/shuttle (attach receipts): \$ \_\_\_\_\_

Parking: \_\_\_\_\_ \$ \_\_\_\_\_ (attach receipts)

Hotel name: \_\_\_\_\_ \$ \_\_\_\_\_ (attach receipts) Private lodging  \$ \_\_\_\_\_

#### Travel/accommodations/meals - Trip 2:

Reason for travel: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  A.M.  P.M.  
MM/DD/YYYY

Home city: \_\_\_\_\_ City of appointment: \_\_\_\_\_

Departure date: \_\_\_\_\_ Time: \_\_\_\_\_  A.M.  P.M. Arrived home date: \_\_\_\_\_ Time: \_\_\_\_\_  A.M.  P.M.  
MM/DD/YYYY MM/DD/YYYY

Mode of travel: Car  \$ \_\_\_\_\_ Bus  \$ \_\_\_\_\_ Plane  \$ \_\_\_\_\_

Taxi/shuttle (attach receipts): \$ \_\_\_\_\_

Parking: \_\_\_\_\_ \$ \_\_\_\_\_ (attach receipts)

Hotel name: \_\_\_\_\_ \$ \_\_\_\_\_ (attach receipts) Private lodging  \$ \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Please sign before submitting this form through your WCB online account, or by emailing/ mailing/ faxing it.

With a secure WCB online account, you can submit expenses, send information to your WCB representative(s), upload documents and view your claim information, all in one place. [Sign up today](#) at [wcbask.com](http://wcbask.com).

Copies of original receipts may be submitted for reimbursement of medical or other additional expenses. Original receipts should be retained for 12 months from submission date, as they may be requested by the WCB for audit purposes.