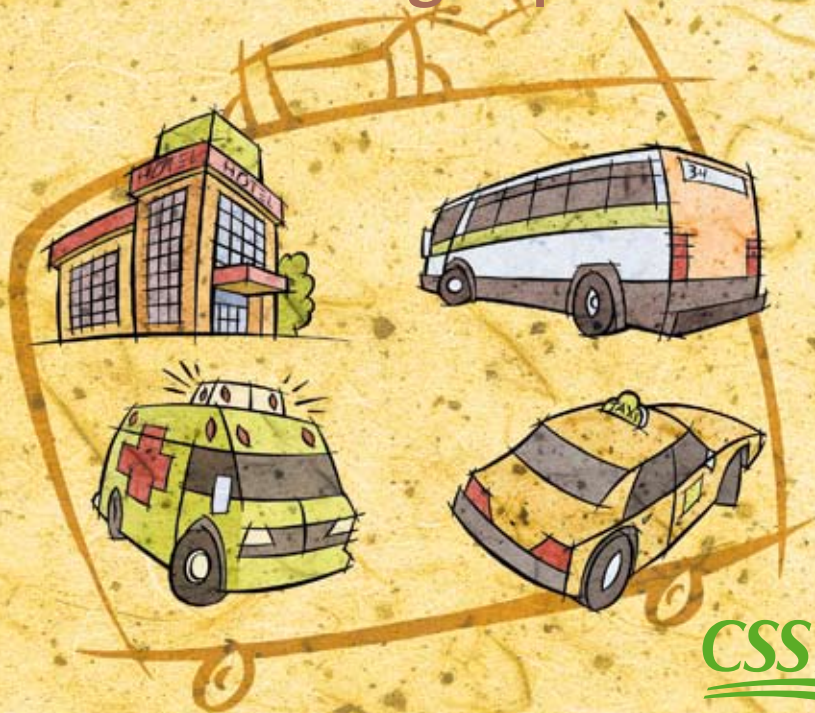


Concerning
the

Regulation respecting travel and living expenses



This booklet was prepared by the Direction de l'indemnisation et de la réadaptation (Vice-présidence au partenariat et à l'expertise-conseil) in collaboration with the Direction des communications (Vice-présidence à l'administration).

This publication has no legal value and is not a substitute for the relevant legislation and regulations.

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Concerning the Regulation respecting travel and living expenses

You are a worker who has sustained an employment injury. You may have to travel to receive care or undergo medical examinations or participate in activities included in your personalized rehabilitation program. Somebody may have to accompany you because of your state of health. In these cases your travelling expenses will be reimbursed by the CSST, subject to certain conditions and at specific rates, upon presentation of supporting documentation and receipts.

The conditions of reimbursement and the maximum amounts payable are specified in the *Regulation respecting travel and living expenses*, which came into force in August 1993. However, new rates have been in effect since January 1, 2009, to find out what they are, consult the tables presented at the end of this document.

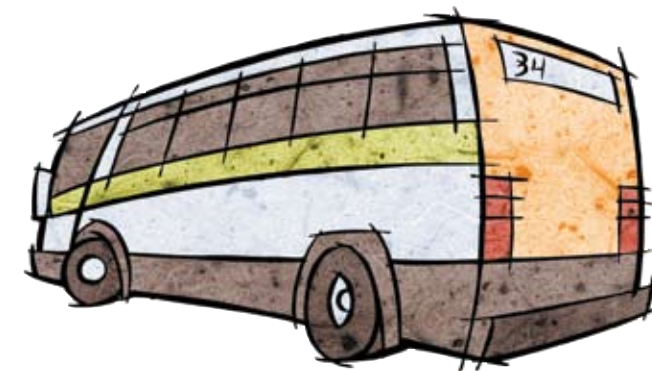


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Transportation Expenses

Public transportation

Public transportation by bus, subway, train or ferry is often the most economical method way to travel within or between cities. The CSST recommends and encourages you to use public transportation and will assume your actual travelling expenses if you choose this option.

Transportation by car

You may use your car without prior authorization. If you take your car rather than use public transportation, you would be entitled to reimbursement of 14.5¢ per kilometre. This rate corresponds to the average actual cost of driving a car, including gas, wear and tear and maintenance.

You may also apply for reimbursement of your actual parking and toll costs.

In exceptional cases, if your doctor certifies that there are serious medical reasons preventing you from using public transportation, and if in the CSST's opinion the disability is caused or aggravated by your employment injury, you could, with prior authorization of the CSST, travel by taxi or by car driven by you or someone else. You would be entitled to reimbursement of the actual costs of the taxi or, in the case of a private car, at the rate of 43¢ per kilometre. Your parking and toll costs would also be reimbursed.

If there is no public transportation or if it is unavailable when required, the CSST will reim-

Meal Expenses

burse you for your travel and accommodation expenses taking into account the most economical solution. In such a situation you should contact your local CSST office.

Transportation by ambulance or plane

As a general rule, your employer must pay for the costs of transportation by ambulance if an accident occurs in your place of employment.

The Regulation provides for the reimbursement that you are entitled to for transportation by ambulance in all other circumstances, for instance, if you sustain an employment injury outside of your place of work and your condition requires that you be taken to the hospital by ambulance.

The costs of airline transportation are reimbursable if there is no other means of transport or if using another means of transport would be inadequate or dangerous. Air transportation would also be reimbursed if it is the most economical solution.

In emergency situations, other means of transport may also be used, depending on the circumstances.



The cost of your meals and, where applicable, those of the person accompanying you, are reimbursable if you must travel **more than 16 kilometres** from your home (by the shortest route). The conditions of reimbursement are as follows:

- breakfast is reimbursed if you must leave home before 7:30 a.m.;
- lunch is reimbursed if you must leave home before 11:30 a.m. and return after 1:30 p.m.;
- dinner is reimbursed if you must leave home before 5:30 p.m. and return after 6:30 p.m.

Example: You must leave home at 9:30 a.m. in order to undergo medical examinations 20 km away and, because of the duration of the examinations, you return home at 2:00 p.m. If you have lunch during the trip, you will be entitled to reimbursement of that meal at the prescribed rate.

If you travel 16 kilometres or less to receive care or undergo medical examinations, certain meal expenses are reimbursable for the period of time that you must remain at the destination. Your claims officer can give you the details in this regard, if necessary.

Accommodation Expenses

If the CSST authorizes you to stay in a hotel or with a relative or friend, you are entitled to reimbursement of your accommodation expenses according to the prescribed rates.



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Participation in a training or retraining program

If your personalized rehabilitation plan includes a training or retraining program, your travel and living expenses will be reimbursed according to the rules and conditions explained above.

However, under the Regulation, the CSST may grant you a weekly lump sum allowance if you participate in a program that lasts more than two weeks and is given more than 50 kilometres from your home. You would therefore receive a lump sum every week instead of separate reimbursement each time you incur travel and living expenses for participating in such activities.

If your training or retraining program is held in the establishment where you sustained your employment injury, you are not entitled to apply for reimbursement of travel, accommodation or meal expenses. Nor are you entitled to the weekly allowance.



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Distance **does matter**

When you apply to the CSST for reimbursement of your travel or living expenses, don't forget that distance matters.

- You must always travel to your destination by the **shortest route**.
- If you choose to travel more than 100 kilometres from home to receive care or undergo medical examinations that could have been administered within 100 kilometres or less, the maximum reimbursement you would be entitled to is a 200-kilometre round trip.
- If the care or medical examinations are not available **within 100 kilometres** of your home, you need CSST authorization before making the trip.

- Your meal expenses are usually reimbursable only if you must travel **more than 16 kilometres** (32 kilometres round trip) to receive care or undergo medical examinations.
- If you were the victim of an employment injury in Québec and choose to receive care or undergo examinations **outside Québec**, the CSST will not reimburse you for your travel and living expenses. However, certain exceptions will be made in the case of an injury that occurs in a border region¹. If necessary, contact your claims officer for further information in this regard.

¹ A border region is an area of Québec located within 80 km of Ontario, New Brunswick or Newfoundland.

Application **for reimbursement**

You must submit your application for reimbursement, along with your original receipts, **within six months** of the date on which you incurred expenses. The appropriate form, entitled *Application for Reimbursement of Expenses* is available at all CSST regional offices or on our website at www.csst.qc.ca.



For further information on the Regulation respecting travel and living expenses or for details on how it is applied, contact your local CSST office.

Expenses incurred in receiving care or undergoing medical examinations

	Your expenses	What the CSST pays	Conditions of reimbursement
Transportation (by the shortest route)	Public transportation	Actual cost	Indicate destination and reason for travel.
	Car (without authorization)	14.5¢ per km	Indicate destination, reason for travel and number of kilometres.
	Taxi (without authorization)	14.5¢ per km	Indicate destination, reason for travel and number of kilometres.
	Car (with prior authorization*)	43¢ per km	Indicate destination, reason for travel and number of kilometres.
	Taxi (with prior authorization*)	Actual cost	Submit receipts.
	Parking and tolls	Actual cost	Submit receipts.

* Authorization based on serious medical reasons preventing the use of public transportation.

Expenses incurred in receiving care or undergoing medical examinations (cont'd)

	Your expenses	What the CSST pays	Conditions of reimbursement
Meals (Round trips of more than 32 km)	Breakfast	Maximum of \$10.40	Reimbursable if you leave home before 7:30 a.m. Submit receipts.
	Lunch	Maximum of \$14.30	Reimbursable if you leave home before 11:30 a.m. and return after 1:30 p.m. Submit receipts.
	Dinner	Maximum of \$21.55	Reimbursable if you leave home before 5:30 p.m. and return after 6:30 p.m. Submit receipts.

Expenses incurred in receiving care or undergoing medical examinations (cont'd)

Accommodation	Your expenses	What the CSST pays	Conditions of reimbursement
	Hotel Island of Montréal	Maximum of \$126*	Obtain CSST authorization. Indicate destination and reason for travel. Submit receipts.
	Hotel Communauté urbaine de Québec	Maximum of \$106	
	Hotel Hull, Laval, Longueuil	Maximum of \$102*	
	Hotel Elsewhere in Québec	Maximum of \$83*	
	Allowance for each day of travel requiring hotel accommodation.	\$5.85	
	Lodging at a relative or friend's house	\$22.25	

* Between June 1 and October 31 of every year, the maximum compensation of \$126, \$102 and \$83 are increased to \$138, \$110 and \$87 respectively.

Participation in a training or retraining program

Your situation	What the CSST pays	Conditions
Participation in a program lasting more than two weeks and held more than 50 km from where you live	Possibility of a weekly allowance. Maximum of \$450	The amount of the allowance is determined on the basis of a needs assessment carried out jointly by the rehabilitation counsellor and the worker.
	Expenses incurred for a maximum of 7 days to make arrangements for your accommodation and meals.	Based on the agreement reached with the rehabilitation counsellor. Reimbursable according to the rates in the previous table
Participation in a program at your place of employment	No entitlement to reimbursement	

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www.csst.qc.ca :

a Web site linked to your needs!