WCB / NOVA SCOTIA

Travel Expenses Guidelines

Expenses Covered

Expenses covered without pre-approval: Travel to health care appointments for your work-related injury is generally covered.

Expenses that require pre-approval from your case worker:

- Travel for vocational rehabilitation
  - Mileage over and above your typical workday commute can be covered. **Talk to your case worker first**. They can confirm the approved distance before you travel.
  - *For example:* if you travel 40km for vocational rehabilitation but you normally commuted 15km to work, WCB reimburses the difference of 25km.
- Driver or attendant (based on medical need)
- Taxi (receipt required)
- Air travel
- Accommodations

Rates

Accommodations

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

- Private accommodations: $40.00 per night
- Hotel accommodations (must be arranged and pre-approved through WCB)

Mileage

Paid at the approved rate per kilometre: $0.5932/km (Effective April 1, 2025)

Parking and Tolls

Reimbursed as incurred.

Meals

Paid when travel exceeds 100km one way (200km round trip). Receipts for meals **do not** need to be submitted.

Current rates:

- Breakfast: $10.00, Lunch: $17.00, Dinner: $25.00

Expenses Not Covered For Reimbursement

- Travel to and from a pharmacy for prescriptions
- Travel to and from work
- Travel related to an appeal of a decision on your claim

How Do I Get Reimbursed For My Expenses?

Log in to your **WCB Online account at wcb.ns.ca** to submit your travel expenses.

- Faster processing
- Secure and easy to use
- Track your form and payment status in real time

Steps to submit your expenses

- Visit wcb.ns.ca to log in to your secure **WCB online account**.
- Within the forms section of your account, complete the steps to submit your expenses and to track and form status and payments (submitted, in draft, etc.). **Need help?** Visit **wcb.ns.ca/workers/wcb-online**.
- For your records, keep a copy of your receipts.

If you're unable to submit online, you can complete a paper form available at wcb.ns.ca or by calling 1-800-870-3331. Completed forms can be faxed or mailed. Please note that it may take more time to process expenses submitted by mail or fax.

Reminders

- Submit expenses **after travel is completed**
- Submit claims regularly (at least every 3 months)
- Travel distances may be verified using mapping tools
- Expense submissions are audited—ensure all information is accurate
- Use WCB Pay Direct at your pharmacy for prescriptions related to your workplace injury

Sign Up For Direct Deposit

To get paid in a few days, sign up for **WCB Online** to enroll for direct deposit.
Visit **wcb.ns.ca/DirectDeposit** to get started.

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