

CONSULTANT and CONTRACTOR CHECKLIST

Important:

Public Safety Canada will only accept invoices for contracts where fees and expenses have been identified separately and receipts for expenses are included. **Fixed-price contracts are not accepted.**

Please refer to the **JEPP Application Overview and Claim Overview** for details of documents to be submitted.

Projects with consultants or contractors require additional documentation in Quotes (for Application Costing Worksheet) and Invoices (for Claim Costing Worksheet) as follows:

- **Instructor/facilitator/contractor fees must include:**
 - hourly rate x hours x days and description of work for each deliverable

- **Instructor/facilitator/participant contractor expenses:**
 - Meals are eligible if previously approved for participants during emergency management training and exercises only (not eligible for emergency plan meetings).
 - Cost of meals are not to exceed the Group II rate of the Travel Expense Allowances section of the [Provincial Government rate](#)
 - mileage – must show # of km x \$/km - (not to exceed the Provincial Government rate of \$.50/km)

For Claims:

- **Receipts required:**
 - accommodation
 - airfare/ferry/taxi/parking
 - courier/shipping
 - meals - if you are not using provincial per diem rates, you must include the actual receipt which shows the items purchased, dates and amounts charged. Credit card transactions must detail the itemized purchases if you are submitting these documents as receipts.
 - printing/supplies
 - rental of facility, furniture, flipcharts, projectors
 - training manuals/handouts
 - any other expenses related to your approved project

- **Number of participants** trained/attended, or participant sign-in sheet