

ACCOMMODATION EXPENSE REIMBURSEMENT - VOLUNTEERS

GENERAL

1. There are occasions when volunteers may be required to obtain overnight accommodation when engaged in an authorized task outside their local area. Therefore, the Provincial Emergency Program has added accommodation to the list¹ of volunteer expenses which may be reimbursed.

CONDITIONS

2. The conditions for reimbursement of accommodation expenses are:
 - accommodation was required as the result of an authorized task;
 - a PEP task Number has been assigned; and
 - reimbursement will be at the applicable provincial government rates for commercial accommodation or private lodging.

PROCEDURE

3. Obtain approval for reimbursement of volunteer accommodation expenses from the applicable PEP Regional Manager.
4. Forward Expense Reimbursement Request, together with receipt and Task Registration Form, to the applicable PEP Regional Manager for approval and submission to PEP headquarters for payment/reimbursement.

Mervin W.C. Harrower
Director

May 24, 2000

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¹ PEP Policy and Procedures Manual Article 6.07 Reimbursement Rates - Volunteers and Volunteer Groups