

## **6.02 EXPENSE REIMBURSEMENT REQUEST**

### **6.02.1 Policy**

1. The Provincial Emergency Program (PEP) will reimburse volunteers, volunteer groups and local government for defined expenses incurred for approved emergency response and training tasks. To receive reimbursement an Expense Reimbursement Request will be used to support all such requests.
2. The Expense Reimbursement Request supersedes the following:
  - a. Contract Invoice
  - b. Inland Waters Invoice
  - c. Municipal/Societies Expense Invoice
  - d. Personal Expense Invoice

### **6.02.2 Conditions**

1. The Expense Reimbursement Request must be completed and submitted to PEP Headquarters for approval by the appropriate spending authority before reimbursement can be made.

### **6.01.3 Procedure**

1. Claimants seeking reimbursement must complete an Expense Reimbursement Request form providing ALL applicable information pertinent to their particular claim.
2. Forward the completed Expense Reimbursement Request to the applicable Regional Office:
  - a. if the Regional Manager does not approve the request it will be returned to the claimant for clarification, correction or resubmission;
  - b. on approval of the Regional Manager the request will be signed certifying goods and services received;

- c. the Expense Reimbursement Request will be forwarded to PEP Headquarters for processing and payment; and
- d. when received by PEP Headquarters, the Expense Reimbursement Request will be reviewed for completeness. If complete, the request will be processed through the financial system for payment. If not complete, the request will be returned to the Regional Manager for correction and resubmission.

### **INTERNAL REFERENCES**

BC Government Financial Administration Operating Procedures (FAOP 9.1.2-2)