

## 6.05 PEP AIR SERVICE INVOICE

### 6.05.1 Policy

1. Registered PEP Air Service volunteers will be reimbursed for specified costs incurred in operations flown in support of the program.

### 6.05.2 Conditions

1. To be eligible for recovery of expenditures for flying costs, a task number must be issued by PEP prior to the operational mission.
2. A PEP Air Service Invoice must be completed by the aircraft pilot.
3. Flying costs associated with air service training are not eligible for recovery through PEP.

### 6.05.3 Procedures

1. The following are the procedures to complete the PEP Air Service Invoice. Numbers are referenced to the PEP Air Services Invoice (Annex D):
  1. The task number is issued by PEP. All invoices received without a Task Number entered will be returned.
  2. A Rescue Coordination Centre (RCC) Incident number. may be issued by RCC Victoria if it is an RCC related incident - not automatically applicable in all cases.
  3. Claimant's full name and mailing address is required for accounting purposes and mailing of reimbursement.
  4. Insert information regarding the aircraft used during the incident. A separate PEP Air Service Invoice is required for each aircraft used.

5. Compute the reimbursement rate using this formula. The fuel factor is obtained from the chart on the reverse side of this form, and is based on the cost per litre of fuel purchased. The H.P. must be the same as stated in part 4. The reimbursement rate is the amount used in the "RATE" section below.
6. A separate entry must be used for each day's operation. A brief description only is required (e.g., "search" or "transit").
7. Signature of the individual claiming reimbursement. Invoices signed by anyone other than the claimant will be returned.
8. Invoices should be forwarded to the Secretary Treasurer of PEP Air Service. CASARA will pay the invoices; enter them on a Municipal/Society Expense Invoice; and forward the claim to the applicable Regional Manager. A copy or copies of the CASARA/PEP invoice will be attached to the Municipal/Society Expense Invoice.
9. If the PEP Regional Manager does not approve the invoice, it will be returned to the Secretary Treasurer for clarification, correction and resubmission.
10. If the PEP Regional Manager approves, the spending authority will be signed and the Municipal/Society Expense Invoice will be forwarded, as part of the task package, to PEP Headquarters.
11. When received by PEP Headquarters, the invoice will be reviewed for completeness. If complete, the invoice will be processed through the financial system for payment. If not complete, the invoice will be returned to the PEP Regional Manager for correction and resubmission.

### **Internal References**

BC Government Administration Operating Procedures (FAOP 9.1. 2-2).