



1.01 TASK REPORT

1.01.1 GENERAL

Related Policies:

- [2.02 Task Authorization](#)
- [5.01 Task Registration](#)
- [5.02 Expense Reimbursement](#)
- [5.04 Repair/Replacement of Lost/Damaged Equipment/Personal Property](#)
- [5.05 PEP Air Invoice \(CASARA Expense Claim\)](#)

1.01.2 DEFINITIONS

See [Terms and Definitions](#)

1.01.3 POLICY STATEMENT

- (1) A Task Report will be completed for all EMBC authorized activities for which a task number has been issued. The Task Report will provide substantiation for a request for reimbursement of eligible expenses incurred while engaged in an emergency response or training activity.

1.01.4 CONDITIONS/RESPONSIBILITIES

- (1) Registered volunteers must obtain the necessary approval by either a training task number or an emergency response task number before the appropriate reimbursements can be approved.
- (2) The Task Report Form provides task statistics and details. In addition, the report must be completed for equipment repair, replacement, and/or write-off.

1.01.5 AUTHORITIES

[Emergency Program Act](#)

Chris Duffy
A/Assistant Deputy Minister
Emergency Management BC

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1.01.6 RELATED DOCUMENTS

- [1.01 Task Report Procedures](#)
- [1.01 Task Report Form](#)