

### 5.05 PEP AIR INVOICE (CASARA EXPENSE CLAIM)

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#### 5.05.1 RELATED DOCUMENTS

- [5.05 PEP Air Invoice \(CASARA Expense Claim\) Policy](#)
- [5.05 PEP Air Service \(CASARA Expense Claim\)](#)
- [Provincial Emergency Program Air Policy Manual](#)

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#### 5.05.2 PROCEDURES

The following are the procedures to complete the PEP Air Invoice (CASARA Expense Claim):

- (1) EMBC issues the task number. All invoices received without a Task Number will be returned.
- (2) JRCC Victoria may issue a Joint Rescue Coordination Centre (JRCC) Incident number if it is a JRCC 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) Using established procedures, compute the reimbursement rate using the formula and most current rate factors as published on the CASARA Expense Claim form and the PEP Air website. 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 HP 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 Provincial Treasurer of PEP Air. CASARA will pay the invoices first, and then enter them on an EMBC Expense Reimbursement Request form and forward the claim to the applicable EMBC Regional Manager. A copy or copies of the CASARA/PEP invoice will be attached to the Reimbursement Request.
- (9) If the EMBC Regional Manager does not approve the invoice, it will be returned to the Provincial Treasurer for clarification, correction, and resubmission.

- (10) If the EMBC Regional Manager approves, the spending authority will be signed and the Expense Reimbursement Request will be forwarded, as part of the task package, to EMBC Headquarters.
- (11) When received by EMBC 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 EMBC Regional Manager for correction and resubmission.