



2.10 TEAMS FINANCE AND ADMINISTRATION

5.10.1 GENERAL

Large-scale events have the potential to qualify for Federal Disaster Financial Assistance (DFA) long after (usually 1-2 years) the event has passed. Once an event qualifies for DFA, the Province must provide supporting documentation to the Federal Government to seek reimbursement, including expenses relating to the reimbursement of TEAMS members.

Related Policies:

N/A

5.10.2 DEFINITIONS

See [Terms and Definitions](#)

5.10.3 POLICY STATEMENT

- (1) This policy establishes procedures that will allow EMBC to claim eligible reimbursement for TEAMS member's iExpense costs.
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5.10.4 CONDITIONS/RESPONSIBILITIES

- (1) When TEAMS members travel, they need to scan and upload their receipts as an attachment to their iExpense claim. It is the responsibility of the TEAMS member to provide a printout/screenshot from iExpense along with a copy of their backup.
 - (2) The journal voucher and backup should be sent to the EMBC regional office where the TEAMS member was deployed for review and sign off. The journal voucher will then be forwarded to EMBC Financial Services for completion of the account coding and the journal voucher will then be returned to the Ministry contact that issued the journal voucher for keying into CAS. The journal voucher and backup can be scanned and emailed to the regional office or sent by house mail.
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5.10.5 AUTHORITIES

N/A



A handwritten signature in black ink, appearing to read "C. Duffy", written over a horizontal line.

Chris Duffy
A/Assistant Deputy Minister
Emergency Management BC

August 4, 2016

5.10.6 RELATED DOCUMENTS

- [5.10 TEAMS Finance and Administration Procedures](#)
- [5.10 TEAMS Finance and Administration FAQs](#)