



1.01 TASK REPORT

1.01.1 GENERAL

Related Policies:

- 2.02 Task Authorization
- 5.01 Task Registration
- 5.02 Expense Reimbursement
- 5.04 Public Safety Lifeline Equipment Repair / Replacement
- 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

Original Signed by

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