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

August 4, 2016
1.01.6 RELATED DOCUMENTS

- 1.01 Task Report Procedures
- 1.01 Task Report Form