



5.06 VOLUNTEER EXPENSE REIMBURSEMENT AND ALLOWANCE RATE

5.06.1 RELATED DOCUMENTS

- 5.06 Volunteer Expense Reimbursement and Allowance Rate Policy
- 5.06 EMBC Volunteer Reimbursement and Allowance Rates
- 5.06 Volunteer Expense Reimbursement and Allowance Rate FAQs

5.06.2 PROCEDURES

OBTAINING APPROVAL

- (1) PSL organizations on an operational task requiring pre-authorization for expense reimbursement and/or allowance claims according to the above policy should call the ECC at 1-800-663-3456.
- (2) All expenses incurred during a training task must be pre-approved in writing.

REQUIRED FORMS (PSLV FORMS MATRIX)

- (1) **Task Registration Form:** Claims for personal expenses will only be processed if a task registration form has been completed and signed by all volunteers participating on the task. If it is not possible to get all volunteers to sign the task registration form, the team leader must sign the form on their behalf. **Refer to 5.01 Task Registration Policy.**
- (2) **Task Report:** A Task Report must be completed for all EMBC authorized activities for which a volunteer or organization requests reimbursement of personal and organization expenses incurred while engaged in an emergency response or training activity. **Refer to 1.01 Task Report Policy.**
- (3) **Expense Reimbursement Request:** A separate Expense Reimbursement Request form must be submitted with supporting documentation for each emergency response or training task that has been assigned a unique task number. **Refer to 5.02 Expense Reimbursement Policy.**
- (4) **Application for Training Task Number:** A PSL organization should contact the EMBC regional office to receive a verbal commitment that upcoming training will be funded by EMBC. This verbal commitment must be followed by an Application for Training Task Number at least 28 days before the scheduled training.

AUTHORITY TO SIGN OFF FORMS

- (1) An EMBC Expense Reimbursement Request form will only be accepted by an EMBC regional office if a volunteer who is a member of a PSL organization and who is registered with EMBC signs it.



- (2) A PSL organization team leader who is registered with EMBC must sign EMBC Task Registration Forms and Task Report Forms. Where the operational task was performed in support of a local government, the Emergency Program Coordinator's signature is also required.
- (3) EMBC Application for Training Task Number forms are generally signed by the local government Emergency Program Coordinator. However, if a PSL organization is not affiliated with a local government, a team leader who is registered with EMBC should sign the form.

SUBMISSION OF CLAIM

Volunteer expense reimbursement claims must be submitted to the appropriate EMBC Expense Authority within 30 days of the last day of the task for which the claim is being made.

EXCEPTION FROM POLICY

Any justifiable exceptions from this policy will require a recommendation from a Regional Manager and authorization from a Senior Regional Manager or another member of the EMBC Executive.