



### 5.10 TEAMS FINANCE AND ADMINISTRATION

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#### 5.10.1 RELATED DOCUMENTS

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

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#### 5.10.2 FREQUENTLY ASKED QUESTIONS

Q. Who pays for overtime and travel costs for TEAMS members on training or response?

A. Only extraordinary costs (i.e. overtime and travel) to participating ministries will be fully compensated under the TEAMS program. This is done through the journal voucher process between ministries and EMBC. Note: Regular wages and banked time (CTO or ETO) are not eligible for reimbursement.

Q. Who is responsible for setting up travel arrangements?

A. **Training:** In most cases, the employee or the ministry in which the employee works is responsible for arranging travel for a TEAMS member to attend the training sessions. Please contact the Regional Office Administrator for EMBC to confirm who will be responsible for travel arrangements for each training session.

**Emergency Response:** PECC (Provincial Emergency Coordination Centre) or PREGOC (Provincial Regional Emergency Operations Centre) Logistics staff will make the necessary travel arrangements for a TEAMS member.

Q. Who is responsible for tracking and processing overtime and standby?

A. Employees are responsible for tracking their own overtime and standby. The expense authority responsible for the employee in their home ministry acts as sign-off for the overtime/standby and the employee's home ministry pays the overtime/standby. Cost recovery for overtime and standby paid is done by a journal voucher to EMBC. Employees cannot enter their standby into TOL, as it is a "scheduling function" in TOL. An overtime form for the standby must be sent to payroll for processing. Note: Regular wages and banked time (CTO or ETO) are not eligible for reimbursement.

Q. Who is responsible for reimbursing an employee's travel costs?

A. The employee's home ministry is responsible for the reimbursement of travel costs to the employee. Cost recovery for travel is done by a journal voucher to EMBC.



Q. What information should I use in iExpense for reimbursement of travel expenses?

A. The only additional information needed when creating an iExpense claim is the EMBC Task number. The Task Number should be placed in the area where it asks "Reason for Travel."

Q. What is a task number?

A. A task number is assigned to each regional training and emergency event. EMBC issues a task number and will provide the TEAMS member with this number. The task number is to be used in iExpense and on the front of the journal voucher when submitting costs for recovery from EMBC.