

5.10 TEAMS FINANCE AND ADMINISTRATION

5.10.1 RELATED DOCUMENTS

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

5.10.2 PROCEDURES

(1) All Journal Vouchers (JV) for transferring TEAMS Members iExpense costs to EMBC must include the following:

- a. Ministry name, including contact name and phone number of the person preparing the journal voucher.
- b. The account coding for the ministry issuing the JV and ministry approval.
- c. EMBC task number.
- d. Printout/screenshot from CAS showing the amounts expensed (pre-tax).
- e. Printout/screenshot from iExpense showing the amounts claimed (tax included).
- f. A copy of all backup documents related to the iExpense Claim (invoices, receipts, vouchers etc.).

(2) Backup documentation for the JV should include:

- a. Overtime/Standby: Copies of overtime forms/timesheets signed and approved by the PECC or PREOC.
- b. A copy of the Payroll Expenditure Report (from CHIPS) showing the overtime was paid out.
- c. For Travel: Copies of approve" iExpense reports and copies of any receipts, if they are required.
- d. Copies of paid invoices for air fare (if applicable).

Note: For iExpense to be reimbursed it needs to be net GST. A percentage of GST for all charges, including per diems and mileage is extracted from the iExpense claim in CAS/Oracle before approval. The ministry is not charged for the GST that is extracted. It is charged to a line of

coding that goes to OCG. The claimable amount can be identified in CAS/Oracle by running a report using the iExpense claim number.

- (3) The journal voucher and backup should be sent to the EMBC regional office where the TEAMS member was deployed for review and sign off.
- (4) 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 contact in the regional office or sent by house mail.