



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) A Journal Voucher (JV) may be submitted via email or house mail. JVs must be submitted at a minimum quarterly (monthly if possible) for reimbursement. At the end of the year, JVs for January and February costs must be received by March 15th. March JVs should be submitted as soon as possible after the pay period ends.
- (2) For email submission, JVs must be submitted in one PDF document (JV and backup). If submitting an electronic (ADI) JV, please send the JV in a “formatted to print” excel document, and the corresponding backup in one PDF document.
- (3) A JV must contain the following information:
 - a. Ministry name, including contact name and phone number of the person preparing the JV.
 - b. EMBC task number.
 - c. The account coding for the ministry issuing the JV.
 - d. Signed or electronic approval from the issuing ministry.
- (4) Backup documentation for the JV should include (please include all that apply):
 - a. A copy of the Timesheet or Overtime form, signed off by the PREOC Director or PREOC Deputy Director – required for all salary recoveries.
 - b. Payroll Reports that include the details of what was paid out (payout must match the details on the overtime forms/timesheets) – required for all salary recoveries.
 - c. A copy of the iExpense Report and all corresponding receipts (Accommodation, Parking, etc.).
 - d. A copy of the CAS invoice report or GL Transaction report that shows total net GST (see Note below).



- e. Copies of invoices and proof of payment for any miscellaneous expenses purchased while working for the PREOC.
 - f. A summary sheet of charges per person or per week is helpful for reconciling JVs with multiple pay periods and TEAMS members.
- (5) The JV and backup must be sent to the EMBC regional office where the TEAMS member was deployed for review and sign off. The JV will then be forwarded to EMBC Finance by the Region for completion of the account coding and auditing, and the JV will then be returned to the issuing Ministry contact for keying into CAS.
- (6) iExpense will be reimbursed net of GST. GST for all charges, including per diems and mileage is charged to OCG coding. The ministry is not charged for the GST that is extracted. The claimable amount can be identified in CAS/Oracle by running the CAS invoice or GL Transaction report using the iExpense claim number. Meal per diems should not be included if meals were provided by the PREOC.