

Emergency Social Services Gas Card Distribution Procedures

Procedures for issuing gas cards

- \$30 in gas is approved for one vehicle per family (once for the evacuation, once for the re-entry) if the evacuee is required to travel over 100 km to the nearest Reception Centre/Group Lodging facility.
- If gift cards are donated – these can be distributed by the local authority as needed on site.
- Expenditure Authorization Forms are not approved for purchase of gas gift cards at this time.
- If no gift cards have been donated, please have the ESS team create a vendor agreement with the gas station and put the \$30 amount into the transportation box.
- Ensure original receipts are submitted along with referrals through regular processes to EMBC to ensure timely payment.