

Prepare an emergency response claim

Submission process

1. Gather documentation

- Submit **one task number per claim**.
- Collect all relevant documents: invoices, payroll registers, proof of payment (e.g., bank statements, cleared cheques, and Expenditure Authorization Forms (EAFs), if applicable).
- **Important:** The financial authority who signs the response claim cover sheet must not be the same person who prepared the claim.

2. Download the response claim template

- Access the autofill spreadsheet from the [emergency response operations webpage](#).
- Scroll to the **Templates** section at the bottom of the page and download the **Response Claim Reimbursement form (XLSX, 125KB)**.
- Save the file using a clear naming convention (e.g., Claim123_EventName.xlsx).
- Always use the latest version of the template.

3. Complete the cover page

- Open the **Request for Reimbursement** tab.
- Select your community from the dropdown:

Response Claim

Please submit the completed form by email to ResponseClaims@gov.bc.ca.

Claimant Name: 

Mailing Address:

City: _____ Prov: _____ Postal Code: _____

- The address, city, province and postal code will autofill based on the selection:

Response Claim

Please submit the completed form by email to ResponseClaims@gov.bc.ca.

Claimant Name: 

Mailing Address:

City: Prov: Postal Code:

- Enter the **Event Information** including the event name, task number (only one per claim) and indicate if this is a final claim (yes or no). Leave **Amount Submitted** blank; it will autofill later.

Event Information

Event Name: _____ **Final Claim:** _____

Task #: _____ **Amount Submitted:** \$ _____ -

- Enter your **Contact Information** as the preparer, including your name, position, phone number and email.

Contact Information

Prepared by: _____ **Position:** _____

Phone Number: _____ **Email:** _____

- Authorization must be signed **after** the claim is completed. The delegated financial authority must sign the claim either by pasting in a copy of their signature or attaching a signed copy to the PDF of the claim. Note: the authorization cannot be the same person as the preparer above.

Authorization

Authorized by: _____ **Position:** _____

Signature: _____ **Date:** _____

4. Fill out claim details

- Open the **Claim Details** tab.
- Enter invoice data (one invoice per row), including the vendor name, invoice number, expense authority number, invoice date and a clear description.
- Enter the invoice subtotal, PST and GST separately in their respective columns. The invoice total and total eligible amounts will then auto-calculate.



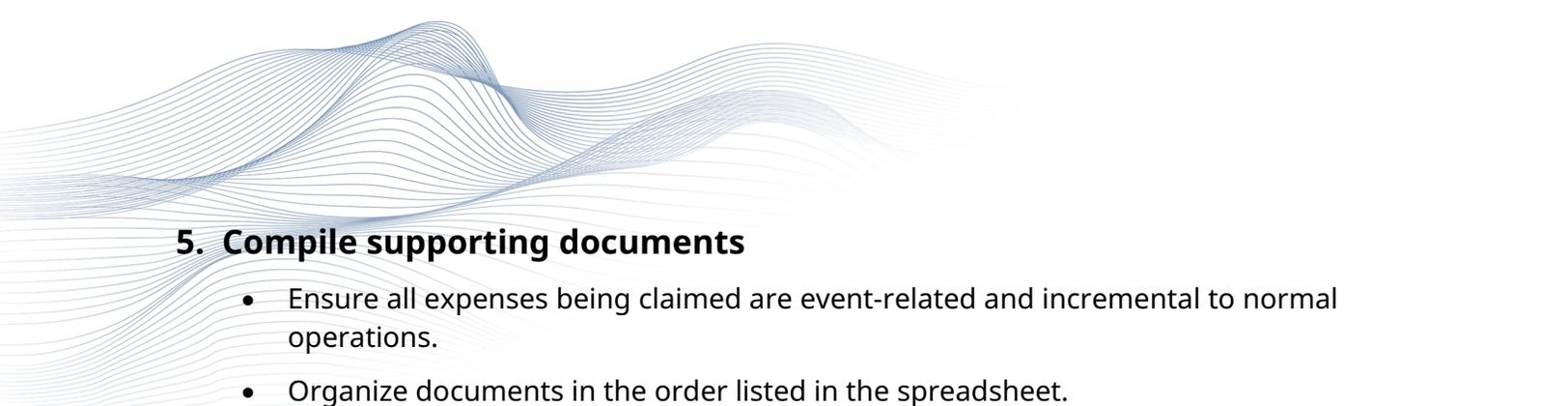
Response Claim Details

Claimant Name: City of Victoria

Event Name: Flood

Link to EMCR Financial Assistance Guidelines:
[Financial Assistance Guide for Emergency Response and Recovery Costs.](#)

Row	Vendor Name	Invoice #	Approved EAF #	Invoice or Bill of Sale Date	Description of Services	(A) Invoice Subtotal (excl. taxes)	(B) PST (provincial taxes)	(C) GST (federal taxes)
1	ABC Office Supplies	ABC987	EMCR 001	01-Jun-25	Printer paper, pens, poster paper, markers	100.00	7.00	5.00
2	John Doe	Pay Period 12	EMCR 001	01-Jun-25	Overtime EOC coverage June 1st . 5 hours	200.00		
3	Town Groceries	DEF123	EMCR 001	01-Jun-25	Coffee, tea, cream & sugar for EOC	35.00		
4								



5. Compile supporting documents

- Ensure all expenses being claimed are event-related and incremental to normal operations.
- Organize documents in the order listed in the spreadsheet.
- Clearly mark and highlight claimed items in supporting documents.
- Include the signed cover sheet as the first page.
- Create a single clear, readable PDF of all documents.

6. Review your claim

- Confirm all documents are included and correctly matched to the Claim Details spreadsheet.
- Double check calculations and clarity of expense justifications.

7. Submit your claim

- Email the Excel file and PDF to: ResponseClaims@gov.bc.ca.
- You'll receive a confirmation email with your claim number. Check spam/junk folders if not received.

Tips for a smooth review

- Submit claims promptly to maintain continuity.
- Keep all receipts and document decisions during emergencies.
- Use the latest template version for each claim.
- Include all necessary calculations and justifications.
- Review thoroughly before submitting.

Additional resources

- [Financial Assistance for Emergency Response and Recovery Costs - A guide for BC Local Authorities and First Nations \(PDF, 971KB\)](#)
- [Video - How to Prepare a Response Claim](#)