

## HELPFUL HINTS – FOR SPONSORING COMMITTEES

1. Corps/Sqn Commanding Officers are to assist their Sponsoring Committee (SC) in completing invoices in a timely manner for reimbursement of both LSA and approved supported activities. When the corps/sqn receives approval for an activity, a partially filled invoice “Cdt 192” and the “Approved Expenditure List” will be attached to the e-mail and they are to be forwarded immediately to the SC for action.
2. An invoice is required for all reimbursement requests (LSA and approved supported activities). Please use the invoice form (Cdt 192). Please always include the following information on your invoice:
  - a. The invoice number should follow this format:
    - i. 12 digits and it is highly recommended the sequence includes the corps/sqn 4 digit UIC, 4 digits year submitted, 2 to 4 digit sequence. (i.e.: 455620150001)
  - b. For LSA invoice particulars (Section C on Cdt 192) are very important:
    - i. Activity date for LSA is the Fiscal Year: example: FY 19/20 is for expenses from 1 Apr 2019 to 31 Mar 2020.
    - ii. Activity name should contain the letter LSA to a minimum.
  - c. For an Approved Supported Activity invoices are emailed to the corps/sqn officer. The officer should forward it to the sponsor committee for action and the particulars are on the attachment:
    - i. Activity date: the actual date of the approved activity
    - ii. Activity name: the actual name of the approved activity
    - iii. TSR#: there is a number for each approved activity and the corps/sqn officer has it this information and it can be found on the right top corner of the CSAR, which the officers have access to.
3. The sponsoring committee must complete the “Description”, the “Cost per receipt” requested and the “Total Invoice Amount”. Failing to complete the invoice amount will cause a delay in payment. The original Invoice “Cdt 192” format will automatically calculate the totals when you complete the description and cost per receipt fields. Taxes, penny rounding and reasonable tips for restaurant food are claimable so include it in your cost per receipt amount. Use one line of the invoice per bills/receipts, so if you requesting reimbursement for 7 bills/receipt, you will use 7 lines on the invoice.
4. Every invoice must be signed and dated by both the sponsoring committee representative and an officer of the corp/sqn. Please include a printed or typed signature block for both.
5. An original itemized bill with a proof the original vendor received payment is required for all reimbursements:
  - a. If paid by cash/debit/credit, the itemized bill is necessary and must show the payment method, or show a zero balance owing, or you will need to provide debit/credit card slip or a copy of the bank or credit card statement.
  - b. If paid by cheque the vendor bill/invoice must show a zero balance. If not, you have to attach a copy of the cleared cheque from the back of the bank statement.

Your point of contact for all invoice questions is: [Pacific.comptroller@cadets.gc.ca](mailto:Pacific.comptroller@cadets.gc.ca) or [noemi.brunet@forces.gc.ca](mailto:noemi.brunet@forces.gc.ca)

### **Before you mail the invoice: DID YOU?**

- Attach all the original itemized bill/invoice (It must be clear what was purchased) with a proof the original vendor received payment.
- Register your invoice on some form of tracking sheet so you know when you sent it and how much it was for. If you do not have a tracking sheet please ask, I can email it to you. If the amount received in your bank account is different then what you submitted and you want to know why, please contact the accounts payable clerk.
- Check your receipts date and make sure they correspond to the activity date range? If not, justify why the date is different.
- For all meals or entry fees, the corps/sqn must updates Fortress attendance that is where we get the source for the nominal roll. Failure to update Fortress will cause delay in payment or no reimbursement of that purchase.

### **Additional information:**

- Create one invoice per approved supported activity.
- All reimbursement for an approved supported activity which has a TSR # shall be reimburse to the sponsoring Committee using an Invoice Cdt 192.
- The LSA invoice can be to multiple month and multiple expenses.
- Please submit as much LSA by 31 Dec.
- See CATO 17-34 for a list of approved expenses (any expenses not part of the approved supported activities which is for the great good of all the cadets, all expenses related to fitness not part of the approved supported activities and all administrative expenses). Do not worry about the categories.
- Gift cards, gifts and testimonials can not be reimburse, that includes trophies given to cadets.
- All reimbursement to the sponsoring committee with be done via direct deposit.
- If the original bill/receipt or proof of payment cannot be provided, we need a detail story with signature block.

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