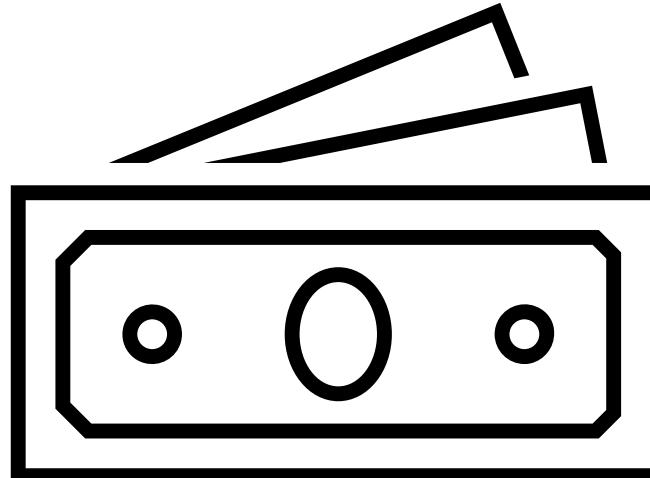


Local Support Allocation

Reference Guide for Local Sponsoring Committees
Understanding Eligible Expenses & Submission
Guidelines

What is Local Support Allocation (LSA)?

Local Support Allocation (LSA) is funding provided by RCSU(PAC) to help Sponsoring Committees cover costs incurred while supporting the Cadet program



LSA falls under 3 main Categories:

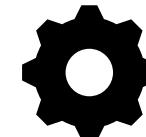
Non-Funded Activities



Equipment/Supplies



Operating Expenses



Non-Funded Activities

Activities not funded by RCSU(PAC). Use LSA for activities that directly benefit current Cadets

Entrance Fees



- Campgrounds
- Recreation Centres
- Local Attractions



Fresh Rations

- Grocery Store Purchases
- Catering (Mess Dinner)
- Restaurants *with valid 2 part receipt



Transportation

- Ferry Tickets
- Bus Rentals
- Gas

Equipment/Supplies for Cadets

Equipment to keep the Cadets interested and engaged



Sports Equipment

- Sports pinnies
- Game Equipment
- Maintenance eg: bike repairs



Music Equipment

- Rentals
- Sheet Music
- Repairs/maintenance
- Instrument rental/purchase



Camping Equipment

- Tents
- Stoves
- Firewood
- fuel



Unit T-Shirts

(No cost to Cadets)



Training night snacks

(no cost for Cadets, Canteen items sold to Cadets are not eligible)



Annual Trophies and Awards

(Trophies/Awards for Cadets to keep are not LSA eligible)

General Misc Supplies

(Boot polish, boot bands, name tags, hairspray etc.)

Operating Expenses

Items required to operate the Corps and Squadron



Facility Rent

- Including storage rentals



Facility Property Expenses

- Insurance
- Property Taxes



Facility Equipment & Maintenance

- Lock repairs, shelving
- Minor repairs
- Janitorial expenses



Facility Utilities

- Heat, phone (internet services are provided by RCSU)



Office Expenses

- Paper, pens, printer ink, postage



Vehicle/Boat Maintenance

- For unit owned vehicles and boats

What Expenses are Ineligible for LSA?

LSA reimbursement is for the benefit of the current Cadets as a whole.

- **Items purchased as gifts/testimonials eg:** gift cards, mugs, coins, aging out gifts etc are not eligible.
- **Hospitality Expenses** such as food and drink for Parents and Staff. eg: Food or Drink for ACR, Family BBQ's, Open House etc.
- **Internet/ Mobile Internet**, if your Corp and Squadron are still paying for Internet, please ask Corp or Squadron staff to email it@cadets.gc.ca
- **Desktop/Laptop computers, Tablets, monitors, docking stations, keyboards, cables, routers, ethernet switches etc.** If required contact it@cadets.gc.ca.
- **Printers, Copiers, Scanners, PC connected Label makers.** If required please contact it@cadets.gc.ca. Please note, **Ink** for the printer **is** LSA eligible
- Any purchases paid with the **Gaming Grant**
- **Annual League Assessment Fees (Provincial/National)**

How, When and What to Submit?

Here are a few very important steps to follow when submitting your LSA invoice.

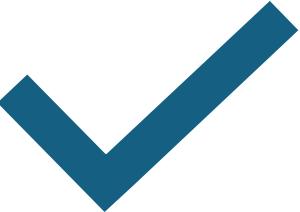
- LSA invoices must be received by RCSU(PAC) by 31 JAN. This is the last day we will except LSA invoices for regular LSA entitlements. Why? All LSA funding needs to be completely paid out by 31 MAR. This gives us time to process and re-allocate unspent funds to Corps and Squadrons who have sent in eligible LSA invoices over their individual limits. Please don't wait until the deadline! Sending in early allow us time to get additional information if required.
- Ensure each receipt you send in is dated within the current Fiscal Year. 1 Apr – 31 Mar. Receipts dated before the current Fiscal year will not be accepted. *The date the item(s) were purchased, not the date a member was reimbursed for the expenses.
- Send in ORIGINAL receipts with Original signed Cadet 192 We can't accept photocopied or scanned receipts.
- CDT192 Signed by both Sponsoring Committee **and** Commanding Officer
- **Ensure each receipt clearly shows payment method. If the receipt or invoice does not show proof of payment, a copy of the banking or credit statement is required.**
- Restaurant purchases typically require a 2-part receipt. The itemized receipt must be submitted.

How, When and What to Submit Cont...

Send by regular/expedite mail that does not require a specific person's signature, as this can cause significant delays.

Postage is required. Photocopy or scan documents for your own records. If you do not have access to scanner or photocopier, most cell phones have a scan App or take a photo.

Attn J8 Accounts payable
RCSU PACIFIC
PO BOX 17000 STN FORCES
Victoria BC V9A 7N2.



Frequent Questions and Answers

- **How do I know my LSA submission has been received by RCSU(PAC)?**
- The LSA tracker is updated as each LSA submission is received. It is then updated if additional information was required (email sent) as well as it tracks as the LSA invoices are paid and shows current available LSA balances.

- **Should I email a copy as well as mail in the originals?**
- No, only mail in the originals. We only track LSA submissions once they arrive. You can track submissions through the tracker, if you haven't seen it input into the tracker within 14 business days of mailing, please reach out to us.

- **Can I email in my LSA submission?**
- Unfortunately, not. We need the original signed LSA CDT 192 as well as original receipts for auditing purposes.
- Submissions are tracked once received by mail on the LSA Tracker
- If not reflected in the tracker within 14 business days of mailing, please contact us.

- **Can I submit for more than my LSA allocation?**
- YES! Unused LSA allocations may be reallocated in Feb or early March. We will pay out regular LSA allocation and keep any unpaid portions of invoices to be paid if more funding becomes available. There is no guarantee that there will be extra LSA funding but always worth submitting.

Top reason for a delay in processing?

- The most common reason for a delay in LSA reimbursement is not including a valid proof of payment. This is proof that the **company**, where service or item was purchased was paid. I've attached a few examples of both valid and invalid proof of payments.

Example 1: Utility bills

Below is an example of a common utility bill. At first glance this looks like a complete transaction. However this invoice alone would not be accepted for LSA reimbursement. Why? There is no proof the invoice was paid, \$121.00 is scheduled to be withdrawn but proof the bill was actually paid must be provided. What needs to be provided? 1. The next month bill that shows payment was received or 2. Copy of either the cleared cheque or banking statement showing the bill payment was made. NOTE : Utility bills with Equal payment plans will only be reimbursed for actual usage. In this case \$75.53

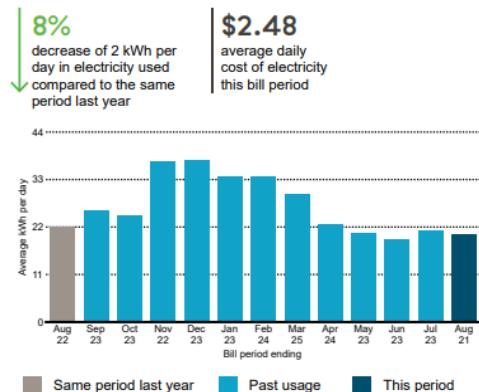
Your bill highlights

Your equal payment plan bill Jul 24, 2025 to Aug 21, 2025

- Thank you for your payment of \$121.00 on Jul 29, 2025.
- To track your electricity usage, visit bchydro.com/login.



Your electricity usage over time



Did you know?

You used a total of 585 kWh from Jul 24, 2025 to Aug 21, 2025.

Use our online tracking tools to view your detailed electricity use by the month, week, day or even hour – up to the previous day. Visit bchydro.com/login.

Equal payment plan status

Your next annual review is Sep 2025

Cost of electricity used to date.....	\$1,073.97
- Equal payments billed to date.....	\$1,496.00
= Balance to date.....	\$422.03

Meter reading information

Energy

Meter number 4055100

Starting Jul 24, 2025.....	74294
Ending Aug 21, 2025.....	74879
Difference.....	585

585 kWh used over 29 days



You're charged the Tier 1 price for electricity up to a certain threshold in each billing period, and a higher Tier 2 price for all electricity use beyond that threshold. This billing period you stayed in the lower Tier 1 price. You were 59 kWh below your Tier 2 threshold of 644 kWh this billing period.

Your next meter reading is on or around Sep 22, 2025.

Go paperless

Get access to your account online. To get started, visit bchydro.com/gopaperless.

Maintaining your account

If we receive your payment after the due date, you may be charged a late payment fee. To learn more about your account with BC Hydro, visit bchydro.com/customerservicerules.

Bill details

PREVIOUS BILLING PERIOD

Previous bill.....	\$121.00
Payment received Jul 29, 2025.....	-\$121.00

BALANCE FORWARD

\$0.00

CURRENT CHARGES THIS PERIOD

Equal payment plan.....	\$121.00
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CURRENT CHARGES SUBTOTAL

\$121.00

TOTAL DUE

\$121.00

USAGE DETAILS

Based on Residential Tiered Rate 1101

Jul 24, 2025 to Aug 21, 2025

Basic Charge 29 days x \$0.2330 /day.....	\$6.76*
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ENERGY CHARGES

Tier 1: 585 kWh x \$0.1172 /kWh.....	\$68.56*
Tier 2: 0 kWh x \$0.1408 /kWh.....	\$0.00
Deferral account rate rider -4.5%.....	-\$3.39*

TAXES ON ELECTRICITY USAGE

* GST 5% on \$71.93.....	\$3.60
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TOTAL COST OF ELECTRICITY

\$75.53

Example 2:

Below is an example of an invalid restaurant receipt. Unfortunately, we cannot

reimburse LSA with only the card payment portion. It is important to remind members that will be purchasing on behalf of the Corp or Squadron to also keep the itemized copy as well. We need to verify what was purchased. A Lost Receipt Form cannot be used for LSA.

PANAGO #58
3 2353 BEVAN AVE V1A 4M9
SIDNEY BC
22729434
GH2272943405

XXXX PURCHASE XXXX

05-08-2024 19:13:51
Acct # *****7157 RF
Card Type VI
A0000000031010 VISA CREDIT

Trace # 760
Inv. # 1
Auth # 005587 RRN 001792002

Purchase	\$196.56
Tip	\$19.66
Total	\$216.22

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

Example 3: below is an example of a valid restaurant receipt. The itemized receipt shows what was purchased, for a total of \$19.90 and a point of purchase receipt was also provided showing the \$19.90 plus tip of \$3.98. These 2 together make a valid receipt. A total of \$23.88 will be reimbursed. **Yes**, a reasonable tip can be submitted for LSA.



Example 4:

Below is an example of a submitted invoice that needs a secondary proof of payment.

Why? This invoice only shows that \$16.80 is due. To reimburse for this expense we would need one of the following. **1.** a copy of the bank/credit card statement showing the payment . **2.** copy of the cleared cheque. Or **3.** Payment receipt from the Invoices company.



INVOICE

Regatta Badges
1751 Newton Street
Victoria, British Columbia V8R 2R1
Canada

250-813-1505

www.facebook.com/regattabadges

Bill to
76 Kittyhawk Supply
Natalija Moukminov

78-400-5472
76supply@gmail.com

Invoice Number: 2895
Invoice Date: April 30, 2024
Payment Due: April 30, 2024

Amount Due (CAD): \$16.80

Items	Quantity	Price	Amount
Blu DEU name tags	5	\$3.00	\$15.00

Subtotal:	\$15.00
GST 5% (73231 9207):	\$0.75
PST 7%:	\$1.05
Total:	\$16.80

Amount Due (CAD): \$16.80

Submitting Documents for LSA Reimbursement

1. Cdt192 invoice signed by sponsoring committee and CO (this form *must* be used for all reimbursement requests to the sponsoring committee)
* DO NOT use general allowance claim (CF 52) for reimbursement of LSA or TSR expense
2. Original receipts taped on blank paper or invoice showing what was purchased, date, vendor name
3. Proof of payment such as bank /credit card statement, copied of cleared cheque (front and back).

Cadet 192- Below is a copy of the Cadet 192, that is required when submitting LSA.

INVOICE

Section A

VENDOR INFORMATION ***MUST BE LEGIBLE***	
CORPS/SQN NO.:	
ADDRESS:	
CITY:	
POSTAL CODE:	
CONTACT NUMBER:	
SC EMAIL ADDRESS:	

Section B

Invoice Date: _____
Invoice No.: _____
INVOICED TO:
Regional Cadet Support Unit (Pacific)
Attn: Accounts Clerk
PO Box 17000 Stn Forces
Victoria, BC V9A 7N2

Section C

Issued for the following TSR, LSA, MISC. Activity under References of CATO 17-34 (LSA), CATO 31-03 (Sea Cdt Trg), CATO 40-01 (Army Cdt Trg), CATO 51-01 (Air Cdt Trg):

Activity Date(s):	TSR #	
(All invoices must have an activity. It can be either LSA or the name of the activity you are claiming expenses for)		
Activity Name: _____		
Receipts	Description	Cost per receipt
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
<i>(In Canadian Currency) Total Invoice Amount:</i>		\$ -

Section D

Section A

- Corps/Sqn info (to a minimum corps/sqn # and RCACS, RCACC or RCSCC and full address)
- Email and phone number, to contact if we need to ask any questions

Section A

VENDOR INFORMATION ***MUST BE LEGIBLE***	
CORPS/SQN NO.:	<input type="text"/>
ADDRESS:	<input type="text"/>
CITY:	<input type="text"/>
POSTAL CODE:	<input type="text"/>
CONTACT NUMBER:	<input type="text"/>
SC EMAIL ADDRESS:	<input type="text"/>

Section B

- **Invoice Date** - date you create the invoice
- **Invoice Number** – generated by the Corps/Sqn sponsor as a tracking mechanism. Is mandatory to process invoice.

Section B

Invoice Date:	<input type="text"/>
Invoice No.:	<input type="text"/>
INVOICED TO:	
Regional Cadet Support Unit (Pacific)	
Attn: Accounts Clerk	
PO Box 17000 Stn Forces	
Victoria, BC V9A 7N2	

- It should be the corps/sqn number or UIC, the year you submit the invoice and a 2 to 4 sequential number. ei. 9072021002
- Max is 15 characters including spaces
- This invoice number is used as a reference on the direct deposit email which you will receive a few days before the deposit is made.

Section C

Section C

Issued for the following TSR, LSA, MISC. Activity under References of CATO 17-34 (LSA), CATO 31-03 (Sea Cdt Trg), CATO 40-01 (Army Cdt Trg), CATO 51-01 (Air Cdt Trg):

Activity Date(s):		TSR #
(All invoices must have an activity. It can be either LSA or the name of the activity you are claiming expenses for)		
Activity Name:		
Receipts	Description	Cost per receipt
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
(In Canadian Currency) Total Invoice Amount:		\$.

- **Activity Date**

for LSA, put the date range of your receipts
ei: 1 Apr – 30 Sep 2021 for a TSR, it's the actual date of the activity

- **Activity Name**

for LSA, just write “LSA”

for a TSR, write the actual name of the activity
(As named on the CSAR)

- **TSR #**

for LSA, leave blank

for a TSR, please always include the number outlined in CSAR. Very important to indicate the TSR #, Corp or Squadron staff can provide. If left blank it will be assumed it's LSA being claimed.

Part C: Continued

Receipts	Description: Purchased from, what was purchased and why if needed	Cost per receipt
1	Forest Ave Mini Storage	\$1,092.00
2	Walmart -Food for Activity	\$26.88
3	Winners- Office Supplies	\$22.45
4	Dollarama- Activity Supplies	\$41.31
5	Wholsale Club - Food for Activities	\$48.82
6	Dominos Pizza	\$362.09
7		
8		
9		
10		
(In Canadian Currency) Total Invoice Amount:		\$ 1,593.55

Description

- One receipt per line.
- You can attach up to 10 receipts per invoice
- If there are more than 10, attach a spread sheet to the invoice with the details of all the receipts attached or attach another CDT 192 and indicate page #2, #3 etc.
- A good description could be:
 - Vendor's name / name of vendor/store where purchased
 - What was purchased
 - For what reason (short and sweet)
- For a receipt to be reimbursed, the **original itemized bill with proof that the vendor receipted the payment** is required (debit/credit slip, copy of cleared cheque, receipt, zero balance)

Part D

Section D

"Certified that the Local Sponsoring Committee agrees with expenditures being invoiced above."

Date signed

Sponsoring Committee Representative Name, Signature and contact number

"Certified that the goods and services were received in accordance with the details stated above and the items have not previously been invoiced."

Date signed

Corps/Sqn Commanding Officer Rank, Name, Signature and contact number

DO NOT USE THE SPACE BELOW THE CO SIGNATURE BLOCK - RESERVED FOR RCSU (PAC) FINANCE

- We need a representative of the sponsoring committee to sign saying they agree with the expenditure on the invoice.
- We need the CO of the corps/sqn to certify the goods and services on the invoice have been received.

Please include phone numbers in case there are questions.

For Corps and Squadrons set up for [Direct Deposit](#), this is an example of the email automatically generated by the invoice payment system

THIS IS AN AUTOMATED MESSAGE. / CECI EST UN MESSAGE AUTOMATISÉ.
PLEASE DO NOT REPLY TO THIS EMAIL. / SVP NE PAS REPONDRE A CE COURRIEL.
PLEASE DIRECT ALL INQUIRIES TO THE CONTACT LISTED BELOW. / Veuillez acheminer toutes les questions à la personne-ressource ci-dessous.

Please be advised that the Department of National Defence has processed a payment that will be deposited in your bank account within five business days.

Veuillez noter que le ministère de la Défense nationale a traité un paiement qui sera déposé dans votre compte bancaire dans les cinq jours ouvrables.

The interest amount, if applicable, will be paid on a separate payment.

Le montant des intérêts, s'il y a lieu, sera versé au moyen d'un paiement distinct.

PAYMENT REFERENCE/RÉFÉRENCE DU PAIEMENT : 2002705740.
AMOUNT/MONTANT : 1008.70 CAD (Total deposit)

INVOICES/FACTURES

Ref/Réf. : 661720171003 (your invoice number)
Number/Numéro : 2103762889 (my reference number, nothing you need to worry about)
Amount/Montant : 150.29 CAD (amount for that invoice)
- / LS Brunet - RCSU (P) 250-363-7345 (who to call if you have questions, me!)

Ref/Réf. : 661720171004 (your second invoice number)

Number/Numéro : 2103763028
Amount/Montant : 858.41 CAD (amount for that second invoice)
- / LS Brunet - RCSU (P) 250-363-7345 (me again or you can email your questions, like you are doing now)

Contact Info/Renseignements sur la personne-ressource :

Name/Nom : MWO Mario Robillard
Client Department Office (CDO)/Bureau ministère client (BMC) : 0097 MARPAC HQ / QG MARPAC.
Telephone/Téléphone : 250-363-5272 .
Email/Courriel : MARIO.ROBILLARD@FORCES.GC.CA

Direct Deposit Notifications

- Monitor your generic e-mail address regularly and is passed on to the next sponsoring committee representative.
- Must let us know **prior to closing your bank account** and complete a DND 2968 with the new account information. The process to change banking information takes several weeks.

Feeling overwhelmed or Don't know where to start?

We want all Corps and Squadrons to use their LSA allocation and will work with you individually to help.

- Email me at Claire.Jannaway@forces.gc.ca and I can set up a time to help answer your individual questions and concerns. I will be offering many LSA help sessions VIA TEAMS SEP, OCT, NOV and DEC as well as available for pre- arranged appointments outside of my regular work schedule.



QUESTIONS