

INSTRUCTIONS FOR COMPLETING THE CLAIM FORM

General Information

Please use the claim form when submitting eligible costs for reimbursement. Only one claim form needs to be submitted in order to claim both the federal and provincial governments' contribution. You may attach additional pages if required. Additional forms may be obtained by contacting the lead ministry specified below, or can be downloaded from www.canadabcmrif.ca.

The claim process can be initiated by fax or e-mail; however before payment can be made, the claim form with original signatures **must** be sent in to the lead ministry. Please do not sign with black ink, as it is difficult to ascertain whether it is an original or a photocopy. If required, additional information or documentation may be requested to support the claim.

Please refer to the Program Guide, Section 4 – Costs, for more details and Appendix 5 for samples of eligible and ineligible costs. To be eligible for reimbursement, the costs incurred must be included in the approved project budget for the project scope listed in the Schedule A of the Contribution Agreement. Any changes to the project scope must be approved in advance by the Management Committee prior to executing the changes.

How to complete the claim form

Field	Description
Recipient and Project Identification	
Recipient Name	<ul style="list-style-type: none"> Enter the recipient's legal name.
Project Name	<ul style="list-style-type: none"> Enter the project name.
Project Number	<ul style="list-style-type: none"> Enter the project number.
Contact Name and Number	<ul style="list-style-type: none"> Enter the name and telephone number of the recipient's contact person. This should be a person who can answer questions regarding the claim.
Approved Project Dates	<ul style="list-style-type: none"> Enter the approved start and completion dates as per the signed contribution agreement. Costs must be incurred and paid within the project start and completion dates in order to be eligible for reimbursement.
Claim Period	<ul style="list-style-type: none"> Enter the period covered by this claim. It is preferred that claims be submitted on a quarterly basis, according to the provincial government's fiscal year quarters (e.g. April - June; July - September; October - December; January - March), however claims submitted at other intervals will be accepted as well. The period "from" date should be the earliest invoice date. The period "to" should be the latest invoice date.
Interim Claim or Final Claim	<ul style="list-style-type: none"> Select one that applies.
Project Costs (round all figures to the nearest dollar)	
Column A	
- Total eligible costs incurred this claim period	<ul style="list-style-type: none"> Enter all eligible costs incurred during the current claim period. You may also include any previously unclaimed eligible costs in the current claim.
- Recipient's Share	<ul style="list-style-type: none"> For Lead Ministry to complete. Please leave blank.
- Provincial Share	<ul style="list-style-type: none"> For Lead Ministry to complete. Please leave blank.
- Federal Share	<ul style="list-style-type: none"> For Lead Ministry to complete. Please leave blank.

Column B - Total eligible costs previously claimed	<ul style="list-style-type: none"> • Enter the costs from Column C of your previous claim.
Column C - Cumulative total eligible costs claimed to date - Previous Federal/Provincial Balance - Federal/Provincial Share - Federal/Provincial balance Remaining	<ul style="list-style-type: none"> • Enter the total of each cost (Column A + B). • For Lead Ministry to complete. Please leave blank. • For Lead Ministry to complete. Please leave blank. • For Lead Ministry to complete. Please leave blank.
Estimate of Expenditures and Attachments	
Estimated expenditures for next claim	<ul style="list-style-type: none"> • Enter an approximate amount of the total eligible costs anticipated for the next claim.
Estimated submission date of next claim	<ul style="list-style-type: none"> • Enter an estimated date as to when the next claim will be submitted.
Detailed summary of expenditures	<ul style="list-style-type: none"> • Select if applicable
Progress Report or Final Report, as appropriate	<ul style="list-style-type: none"> • Select if applicable
Recipient Authorization	
<p>Two signatures are required. One from the Treasurer or Chief Financial Officer, <u>and</u> one from the Engineer or Project Manager. Both must be authorized to sign under the stated declaration, on behalf of the recipient. Please print the person's name, title and date signed. Note: The claim form submitted must have original signatures - photocopies will not be accepted.</p>	
Provincial Authorization	
<p>This section is for Ministry use only. Please leave blank.</p>	

Mailing Information

Submit your claim to the appropriate Ministry:

“Other” Project claims should be submitted to:	Ministry of Transportation and Infrastructure Infrastructure Development Branch 5C - 940 Blanshard Street PO Box 9850, STN PROV GOVT Victoria BC V8W 9T5 ph: (250) 952-0675 fax: (250) 356-0897
“Green” Project claims should be submitted to:	Ministry of Community Development Infrastructure and Finance Division 4 th Floor - 800 Johnson Street PO Box 9838, STN PROV GOVT Victoria, BC V8W 9T1 ph: (250) 387-4060 fax: (250) 356-1873