

Wing Fund Recreation Grant

In order to best meet the needs of all military members, Wing Fund has implemented the Recreation Subsidy program.

Perhaps you would like to register for the Tely Ten road race in St. John's NL or take a white water rafting trip in the Grand Canyon.

Perhaps you would like to take the family camping in a national park, register your child in a local league or travel to Labrador City to see the sights?

This subsidy can help with all those ideas and more!

The Recreation subsidy will reimburse each 5 Wing member (Reg & PRes member) up to \$200 per year.

The reimbursement will be for eligible expenses during the Financial Year (1 Apr-31 Mar).

The subsidy may be used for, but is not limited to; Accommodations, admission fees, activity fees, equipment rentals, recreation club membership, guided tours etc...

Non-Eligible expenses; Fuel, food, equipment purchase, clothing, souvenirs, guide books etc...

How to be reimbursed; A completed reimbursement form and receipts must be provided to Mr. Cyril Brennan located at 5 Wing HQ.

Members can claim multiple receipts but can only request reimbursement once per year.

Members are requested to provide NPF accounts with a void Cheque to allow for Direct Fund Transfer into your account.

Answers to Your Questions:

Q1. When can I submit a claim and what months can I claim?

A1. Yes, you are entitled to claim the full \$200/person for expenses incurred between 1st Apr – 31st Mar.

Q2. Is this subsidy per person, or per family member?

A2. This subsidy is \$200 per eligible Reg & PRes member)

Q3. Can I be reimbursed by cheque instead of DFT?

A3. Only in exceptional circumstances. DFT is the standard method of reimbursement.

Q4. Can I get an advance on the subsidy?

A4. No, the subsidy may only be claimed by submitted receipts after the expense has been incurred.

Q5. I am posted this APS. Can I still claim the whole amount?

A5. Yes.

Q6. Will this replace all of the other great things that Wing fund is paying for already (ie. snowmobile memberships)?

A6. No, Wing fund will continue to fund and look for new ways to enhance the lives of the 5 Wing Military members.

Q7. I've spent my money, do I need to wait until the end of the fiscal year to complete a claim?

A7. No, you can complete your claim at any time; however, you can only complete one claim per year.

Q8. Can I just have the cash?

A8. No, you cannot. I am available to field any questions you might have on this initiative.

Cyril Brennan Deputy Manager - PSP / 5 Wing Goose Bay Department
of National Defence / Government of Canada

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REQUEST FOR CHEQUE DFT

It is requested that a cheque be drawn in the amount of : \$ _____ and payable to:

Name _____

Address: _____

For CF personnel include Service Number _____

DESCRIPTION	\$ Amt
GST/HST/PST	
TOTAL	0

The cheque is to be issued against the _____

GL/SF/TF _____
 (Account NUMBER and Name (Name Optional))

AUTHORITY

Submitted by: _____

Approved: _____

Meeting Minute Reference: _____

Appointment: _____

Date: _____

ADVANCE PAYMENT

I hereby authorize the amount of the cheque to be deducted from my pay account in the event that I have not provided, to the satisfaction of the NPP Base Accounting Manager (NPPAM), proper invoices, receipts or documentation within 21 days from the date of the cheque.

 Name & Signature

 Date

NPPAM Action

Cheque No: _____

Date: _____

Register: _____

Cheque Received: Name _____ Signature _____