

## COATS - Class "A" Reserve Service Attendance and Transportation Assistance Allowance Register

### Part 1 - Member particulars

Cadet Corps / Squadron no.	Dept Id	Position no.
Service no.	Rank	Surname and Initials

### Part 2 - Authority

<b>Pay &amp; Allowances</b> (check one box only) <input type="checkbox"/> Local HQ Training (LHQ) <input type="checkbox"/> Other (specify training): _____	<b>Travel</b> (check one box only) <input type="checkbox"/> Transportation Assistance (TA) <input type="checkbox"/> Temporary Duty (TD) (submit travel claim)	<b>Period</b> Month _____ Year _____
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### Part 3 - Detail of service

Date	Duration (H = half-day F = full-day V = Volunteer)	Signature of Member	OIC's Initials (when designating as paid activity)	TAA (1 = one way 2 = both ways)	Date	Duration (H = half-day F = full-day V = Volunteer)	Signature of Member	OIC's Initials (when designating as paid activity)	TAA (1 = one way 2 = both ways)
1.					16.				
2.					17.				
3.					18.				
4.					19.				
5.					20.				
6.					21.				
7.					22.				
8.					23.				
9.					24.				
10.					25.				
11.					26.				
12.					27.				
13.					28.				
14.					29.				
15.					30.				
					31.				
Sub-total Paid days					Sub-total Paid days				
Total					Total				

### Part 4 - Details of transportation assistance (CBI 209.045) (Note: CIs are not entitled to TA)

Residential Address: \_\_\_\_\_

Shortest distance one-way to unit \_\_\_\_\_ Daily Return (shortest distance shown x 2) = \_\_\_\_\_ Less 32 km = \_\_\_\_\_

**Do not use decimals (round up/down to nearest whole number)**

I hereby certify that I have commuted between my residence and worksite on the days that I was required to report for duty and so reported, as indicated below, and that the kilometres claimed herein are correct and have not been previously claimed.

\_\_\_\_\_  
Signature of member \_\_\_\_\_  
Date

### Part 5 - Certification of service

I confirm that this individual reported for duty as indicated above.

\_\_\_\_\_  
Initials, Surname, Rank \_\_\_\_\_  
Signature of Officer in Charge \_\_\_\_\_  
Date

### For RCSU/Detachment/CSTC/RC Air Ops/RCIS use only

### Part 6 - Certification of Payment and Coding block

Certified that the individual listed above has performed Class A Reserve Service as authorized pursuant to Section 34 of the *Financial Administration Act (FAA)*.

Date	Initials, Surname, Rank	Signature of Approving Authority		
Activity	Cost Centre	Fund	General Ledger	IO
		<b>C120</b>	<b>01137 (Class A Pay)</b>	
			<b>01221 (TA)</b>	

### Part 7 - For RPSR clerk use - Recording and verification

Date received	Entered by	Pay run		
Certification for RPSR	Total attendance	Total TA	Date	

## Instructions Form DND 2893-E COATS - Class "A" Reserve Service Attendance and Transportation Register

### **Part 1 - Member particulars**

The member's particulars are to be completed in full by the hiring authority or the member.

### **Part 2 - Authority**

1. Authority for pay and allowances block.
  - a) Select "Local HQ Training" (LTQ Trg) for attendance to cadet corps/squadron training activities only, whether held locally or not. This type of attendance is subject to limitations of paid days IAW CATO 21-03.
  - b) Select "Other" for attendance at all other class A activities.
2. Authority for Transportation Assistance (TA).
  - a) The payment of TA for LTQ Trg activities is subject to the provisions found in CFTDI which specify that:
    - (1) An officer or non-commissioned member of the Reserve Force on Class "A" Reserve Service who performs paid duty may be paid transportation assistance (TA) based on distance travelled, if:
      - the member has not been moved to their place of training or duty at public expense;
      - the member lives 16 kilometres or more from their place of training or duty; and
      - transportation cannot be provided from Government sources, or adequate public transport is not available.
    - b) As for all other Class A activities, the member may be entitled to TD benefits which is why he/she may need to submit a claim.
3. Indicate the month and year when listed LHQ Trg and other activities took place.

### **Part 3 - Details of service**

1. At the time the member reports for duty, they will sign under half or full day or volunteer. This is completed for all paid or unpaid activities.
2. **CO or activity OIC, whichever applies, must initial only the dates that are paid days.**
3. The OIC will write the sub-total in the applicable cell if this form is submitted for processing twice monthly. The OIC will cross out the unused portion of the calendar before the form is submitted for approval.
4. Complete block TA if applicable
5. The "Total block" is to be completed at the RCSU/Detachment/CSTC Air Ops/RCIS (by authorized staff only) for Section 34 use.

### **Part 4 - Transportation assistance**

The member completes this portion if the dates they signed for under Part 3 apply to their paid established position. Refer to CBI 209.045 for authority.

### **Part 5 - Certification of service**

The OIC signs this block to state that the member reported for duty on all the dates indicated at part 3.

### **Part 6 - Certification for payment and Coding block**

To be completed by the delegated Signing authority at the RCSU/Detachment/CSTC/RC Air Ops/RCIS. This form is designed to allow for the use of multiple financial codes for separate activities in the month. All supporting documents must reflect the authority for use of the financial codes for specified dates.

### **Distribution and Archiving Instructions**

The cadet corps/squadron or activity centre, whichever applies, will retain a copy of this form and submit the original for payment purposes. After payment, the RPSR clerk will file the original document to the member's pay file. The original document will remain on a member's or CI's file.