



2025 Welcome Brief

FINANCIAL SERVICES SECTION

CAPT KIM (COMPT)

MCPL PETERS (IC CLAIMS)

MCPL GAGNON-ROBITAILLE (FIN MGMT)



WHO ARE WE?

- Capt Kim

- Comptroller

- Sgt Peters

- FSS Supervisor

- MCpl Gagnon-Robitaille

- FIN Management

- MCpl Peters

- IC Claims

- Cpl Card

- Cashier

- Cpl Bolusan

- FSS Claims Administrator

- Avr Maningat

- FSS Claims Administrator

WHERE ARE WE LOCATED?



Address:

135 East ENT Avenue, BLDG 365

Peterson SFB

Colorado Springs CO 80914





WHAT DO WE DO?

- Claims: General, Medical/Dental and Travel

- P-COS.Claims@forces.gc.ca

- Utility and CAA Claims

- cfsucsutilitiescaa@forces.gc.ca

- Travel Approvals

- cfsu.travel@intern.mil.ca

- Cashier

- P-OTG.cfsuocashier@intern.mil.ca

CFSU FSS SHAREPOINT



Financial Support Services (FSS) Section - Colorado - CANELEMNORAD

Quick Links



General Claims



Travel Claims



Children's Education Management



Financial Management

FSS Administrative Tools

[Utility Claims Submission Tool](#)

[CFSU CS Claim Tracker](#)

CFSU (CS) Section 34

PRIMARY
A47 788 280
MCpl Peters

Secondary
D47 697 156
MCpl Gagnon-Robitaille

Personnel

Comptroller: [Capt Yohan Kim](#)

FSS Supervisor: [Sgt Opeshia Peters](#)

FSS 2IC: [MCpl Gagnon-Robitaille](#)

FSS Claims IC: [MCpl Austin Peters](#)

NPP: [Cpl Ferdinand Bolusan](#)

Claims: [Avr Natasha Maningat](#)

Cashier: [Cpl Keenan Card](#)

Transmittal List Det Admins

Colorado Springs: [+CFSUcsUtilities](#)

Det Elmendorf: [+CR Elmendorf](#)

Det Tyndall:

Det Tinker: [+CR Tinker](#)

Det JBLM: [+CR McChord](#)

Det Vandenberg:

Det EADS:

Det JBER:

DComd NORAD HQ:

[Click Here](#)



Medical/Dental Claims

- CFSU(CS) Reimburses the Excess Dental cost for Dependants.
 - This amount is provided by Canada Life after it has been processed by them and is shown per the example.
- Medical reimbursements for members are reimbursed via CDLS Washington. While Dependants are claimed through Canada Life/MSH.
 - In the event of an excessive medical bill, a medical advance can be provided by CFSU until MSH can provide reimbursement.

canada life
mycanadalifeenwork.com

October 17, 2023

Box / C.P. 6025, Stn Main
Winnipeg MB R3C 3A5
1-855-415-4414

[REDACTED]

Dear [REDACTED]

RE: Patient: [REDACTED] Plan no: [REDACTED]
Excess dental

Under the Public Service Dental Care Plan (PSAC/NJC) and the Canadian Forces/RCMP Dependants Dental Care plan, eligible expenses that are incurred outside Canada and are higher than in Ontario may be claimed through the foreign service directives.

Below is a summary of your dental expense in excess of eligible expenses you are entitled to claim for services received:

Date(s)	Out of country Plan member share(s)	Ontario Plan member share(s)	Excess dental expenses
Aug 24, 2023	\$210.36	\$22.20	cdn \$ 188.16

The plan member's share is the difference between the eligible expense and the amount paid under any part of the Public Service Dental Care plan.

If you have any questions, please contact us through our plan member site.

You may also contact us at the number shown above if residing in Canada or the USA. For all other countries, you can call collect at 204 946 1190, and ask to be transferred to GCCS. Once transferred, please choose the out of country option from the menu.

Your claim service representative [REDACTED]

000015

HEAD OFFICE AND CANADIAN REGION HEADQUARTERS:
CANADA LIFE CENTRE, WINNIPEG, CANADA
CY0008-3123



CLAIMS EXPECTATIONS

- Initiate your travel request via the TDR app available on the CANELEMNORAD Sharepoint.
 - Email the travel approval + box for assistance if needed, Transmittal lists will be included on the Travel claims section of the FSS SharePoint page
- Initiate your claim on your own ClaimsX account.
 - Email the claims + box for assistance if needed
- Before your first TD, have your PON transferred from previous post.
 - Email: +PON 023 ClaimsX - NBS 023 ClaimsX@CANELEMNORAD CFSU (CS)@Colorado Springs, US
- Average wait time required to process claims is 2-3 weeks. If you have not heard anything from us or received payment after 2 weeks, please reach out to us through the +Claims inbox.
- Please direct all pay and allowance questions to the PSS section
 - +CFSU (CS) PSS OR - SvcAdmin USFC(CS)@CANELEMNORAD CFSU (CS)@Colorado Springs, US



TDR Application

- CANELEMNORAD utilizes the Temporary Duty Request app available on the CANELEMNORAD sharepoint page for any TD requests and approvals.
- The TDR is member initiated, with How to resources available on the main page of the sharepoint.
- Once the member completes the estimates on the request, the Transmittal lists can be found in the FSS Sharepoint page under travel.
- On the Transmittal list, the originator must include the 5 W's of the travel in the comments section. Failure to include sufficient justification can result in the approver returning the request.
- Once the Travel Approval has been signed by FSS, the TAN to book the flight can be found in the comments section of the transmittal list.

GBT TRAVEL ARRANGER



- To allow us to book your travel when required as well as access HRG flight itineraries, please set us as travel arrangers on GBT. SOP is available on the FSS SharePoint
- Members book their own travel via HRG once their travel request has been approved utilizing the TAN that will be included in the TDR Transmittal list beside the Travel Authorization line.
- In the event of an emergency, Please contact the FSS Duty phone at # or Capt Kim at #7782399249.

My details

Traveller home

User search

Personal details

Address details

Authorized travel arrangers

Change password

Travel preferences

Membership cards

Search for a travel arranger group/travel arranger:

Enter Travel arranger group name: CANELEMNORAD CS

Click search

Search for a travel arranger group/travel arranger

Travel arranger group name

Travel arranger first name

Travel arranger last name

CANELEMNORAD CS

Search

Clear

The group should come up, click select:

Travel arranger group name

CANELEMNORAD CS

Select

Verify that the group saved correctly, it will look like this:

Authorized travel arrangers

Authorized travel arrangers/arranger groups

Email address

(Cell) CANELEMNORAD CS

P-COS.claims@forces.gc.ca

Delegation of Authorities

Executives and Military Equivalents

- Using Public Funds Responsibly (COR250)*
- Practicing Responsible Procurement (COR451)*
- Managing People Effectively (COR152)*
- Authority Delegation Validation Assessment for Executives (COR254) – Requires Completion every five years

*Required to be completed once.

RC Admin, Procurement/Contracting & Payment Officers/Clerks

- Using Public Funds Responsibly (COR250) - Requires Completion every five years
- Practicing Responsible Procurement (COR451) - Requires Completion every five years

QUESTIONS?



THANK YOU FOR YOUR TIME!