

TRAINING REIMBURSEMENT REQUEST**POST AUTOMATED REIMBURSEMENT SYSTEM**

POST 2-273 (05/2010) Page 1 of 2

Commission on
Peace Officer Standards and Training (POST)
860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630

[See Instructions](#)

This form must be completed by a participating reimbursable agency to request reimbursement for employee(s) attending a POST-certified course. A separate form must be completed for each course attended.

THIS FORM MUST BE PRESENTED TO THE COURSE COORDINATOR/INSTRUCTOR ON OR BEFORE THE FIRST DAY OF TRAINING.

A. AGENCY	C. COURSE CONTROL NUMBER
B. CERTIFIED COURSE TITLE	D. COURSE PRESENTATION DATES START: _____ END: _____

Fully complete this section - Click each note for details.

E. NAME OF TRAINEE(S) (LAST) (FIRST) (M.I.)	F. POST ID NUMBER (OR SSN)	G. TRAINEE STATUS						H.	I.	J. TRANSPORTATION				K. ALLOWANCE REQUESTED			L. NUMBER OF BACK-FILL HOURS	M. BACK-FILL HOURLY SALARY	N. STATION ASSIGNED OTHER THAN HEADQUARTERS
		PEACE OFFICER	RECORDS SUPERVISOR	DISPATCHER	NON-PEACE OFFICER	RESIDENT TRAINEE	COMMUTER TRAINEE			DRIVER OF VEHICLE	PASSENGER IN VEHICLE	OTHER	SUBSISTENCE	COMMUTER LUNCH	TRAVEL				
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I attest that I am a duly authorized official of the herein-named agency requesting reimbursement. To the best of my knowledge, the information presented is true and correct and in conformance with Commission Regulations. Each trainee for whom reimbursement is requested will attend the POST-certified course named above in an on-duty status, and each trainee listed is a full-time paid employee of the named agency. Back-fill costs will be incurred as noted in columns L & M. This agency will pay expenses for subsistence, commuter lunch, travel, and tuition associated with the course, as requested for each trainee listed on this form. I also attest that each non-peace officer for whom reimbursement is requested is performing police tasks related to the course.

O. SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL	P. PRINT NAME OF PERSON COMPLETING FORM	Q. CONTACT NUMBER ()	R. DATE
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FOR POST USE ONLY

COMMENT	AGENCY CONTACTED <input type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT PAYABLE
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