

§ 1015. Reimbursements for Training.
11 CCR § 1015

(a)-(b)***[Remains unchanged]***

(c) Reimbursement Plans.

(1) POST reimbursement for training expenditures of agencies participating in the POST Reimbursable Program and/or POST-approved Training Presenters shall be based on schedules known as “plans.” Each plan varies in the amount and/or category of expenses that may be reimbursed by POST. The categories of expense/allowances that may be reimbursed are: subsistence (lodging and meals), commuter lunch, travel (mileage), tuition, back-fill salary, and training presentation costs. The eight reimbursement plans that have been adopted by the Commission are designated as Plan NA (no reimbursement), I, II, III, IV, V, VI, and VII as follows:

(2) Overview of Plans (Restrictions as described in subdivisions (f) (1)-(6)).

| Reimbursement | Plan NA | Plan I | Plan II | Plan III | Plan IV | Plan V | Plan VI | Plan VII |
|--|---------|--------|---------|----------|---------|--------|---------|----------|
| Subsistence | | X | X | X | X | X | X | X |
| Commuter Lunch | | X | X | X | X | X | X | X |
| Travel | | X | X | X | X | X | X | X |
| Tuition | | X | | X | | | | |
| Back-Fill Salary | | X | X | | | | | X |
| Training Presentation Costs [(Per Commission Regulations 1015(c)(3); 1015(c)(4); 1015(c)(5))] | | | | | | X | X | X |

Each plan is subject to the provisions established by the Commission.

(3) Reimbursement for training presentation costs (Plan V)

(A) With the exception of tuition-based courses, contract courses, and self-paced training, an agency presenter, college, university, private presenter, other public entity, and joint powers agency may receive reimbursement for up to the actual course presentation costs [refer to [Commission Regulation 1001](#)] for expenses incurred in training full-time employees from agencies eligible for POST reimbursement. POST-approved training presenters submitting a PRR form shall include the actual course presentation costs as defined in [Commission Regulation 1001](#), to include subsistence (lodging and meals) and travel (mileage) costs related to course presentation. [Requests for reimbursement related to lodging, travel, and transportation shall include copies of receipts showing actual expenses per individual traveler.](#)

(4) Reimbursement for training presentation and student attendance costs, Regional Training (Plan VI)

(A) The Executive Director, or his/her designee, may authorize block allocations not to exceed \$25,000 per course to support training to meet regional needs and course certification mandates pursuant to [Commission Regulation 1052](#), including projected enrollment levels. The block allocation will cover, up to the authorized level, costs associated with presentation of the course, including instructor pay, travel and per diem, meeting room rental, and necessary instructional supplies as approved by POST pursuant to [Commission Regulation 1054](#).

(B) Responsibility for specific allocation of instructor salaries and presentation fees shall be that of the individual training presenter. Any costs exceeding the amount allocated by POST shall be borne by the presenter.

(C) Requests for Plan VI reimbursement shall be submitted to POST on the PRR form, along with the course budget approved during the course certification process. [Presenter Reimbursement Requests for lodging, travel, and transportation shall include copies of receipts showing actual expenses per individual traveler.](#) Selection of the training presenter shall be the responsibility of the respective agencies requesting the Plan VI course.

(D) Priority for Plan VI (Regional Training) funds will be given to courses that meet POST Perishable Skills and Continuing Professional Training mandates (Regulation 1005). Agencies that are non-compliant with POST mandates pursuant to [Commission Regulation 1010](#) shall be excluded.

(E) Students attending an approved Plan VI (Regional Training) course shall be reimbursed via an eTRR.

(F) The following limitations on student reimbursement will be in place to incentivize local personnel to attend at the following rates based on distance from the training site to the students' agency headquarters.

1. 0 - 150 miles - full mileage reimbursement
2. Over 150 miles - no mileage reimbursement
3. 0 - 50 miles - no lodging
4. 51 - 150 miles - meals/lodging
5. Over 150 miles - no meals or lodging

(5) Reimbursement for training presentation costs, student attendance costs, and back-fill, Regional Training (Plan VII). Plan VII incorporates all Plan VI requirements and includes an allocation for back-fill.

(6) Training presentation reimbursement shall be monitored by the POST program manager.

(d)***[Remains unchanged]***

(e) Reimbursement for Travel (Mileage).

(1) Eligibility for travel (mileage) allowance.

(A) Agencies participating in the POST Reimbursable Program shall, subject to available funds, receive reimbursement for travel (mileage) expenses if reimbursement of the expense has been requested on the eTRR and if the trainee attending the course is the driver of the vehicle for which reimbursement is requested.

(B) POST-approved training presenters shall submit their reimbursement requests for travel (mileage) expenses on the PRR form. Training presenters shall, subject to available funds, be reimbursed for actual travel (mileage) expenses not to exceed the amount approved during the course certification process and as noted on the approved course budget, which shall be attached to the PRR form. [The PRR form shall include receipts to support the actual travel related expenses of each individual traveler.](#)

(f) Reimbursement for Subsistence (Lodging and Meals).

(1) Eligibility for subsistence (lodging and meals) allowance.

- (A) An agency participating in the POST Reimbursable Program shall, subject to available funds, receive reimbursement for this category of expense for an agency employee that satisfies the "Resident Trainee" definition, as listed in [Commission](#) Regulation 1001, if reimbursement has been requested on the POST-provided eTRR.
- (B) POST-approved training presenters approved for subsistence reimbursement during the course certification process shall submit their reimbursement requests for actual costs on a PRR form. The course budget approved during the course certification process must be attached to the PRR. [The PRR form shall include receipts to support the actual travel related expenses of each individual traveler. Meal receipts are not required.](#)

(2) Subsistence (lodging and meals) allowance calculated by POST

- (A) If an agency participating in the POST Reimbursable Program and/or POST-approved training presenter are eligible for reimbursement of subsistence, POST shall determine the amount to be reimbursed based on the following situations:
 - 1. An agency participating in the POST Reimbursable Program shall, subject to available funds, be reimbursed for actual lodging costs not to exceed the rates approved by the Commission for a trainee attending a POST-certified course, regardless of whether that amount is less than the daily subsistence rate approved by the Commission.
 - 2. Training course presenters shall, subject to available funds, be reimbursed for actual subsistence (lodging and meals) costs not to exceed the amount approved during the course certification process, ~~and~~ as noted on the approved training course budget [and based upon current rates established by CalHR.](#), ~~which must be attached~~ [Receipts for subsistence-related expenses \(not including meals\) must be attached](#) to the Presenter Reimbursement Request.

(3) Subsistence (lodging and meals) for course days.

- (A) Subsistence shall, subject to available funds, be reimbursed for each instructional day or up to the date the maximum number of weeks is reached for those training courses with limited reimbursement as specified in [Commission](#) Regulation 1015(d)(2).

(4) Subsistence (lodging and meals) for weekends.

(A) Subsistence shall, subject to available funds, be reimbursed for each weekend day that falls between the beginning date and ending date of the course or up to the date the maximum number of weeks is reached for those courses with limited reimbursement as specified in [Commission](#) Regulation 1015(d)(2). Travel allowance for one round trip between the trainee's station assignment and the training site shall, subject to available funds, be reimbursed in lieu of weekend subsistence when travel allowance is less.

(5) Subsistence (lodging and meals) for school holidays.

(A) Subsistence shall, subject to available funds, be reimbursed for each school holiday that falls between the beginning date and ending date of the course or up to the date the maximum number of weeks is reached for those courses with limited reimbursement as specified in [Commission](#) Regulation 1015(d)(2). Travel (mileage) allowance for one round trip between the trainee's station assignment and the training site shall, subject to available funds, be reimbursed in lieu of holiday subsistence when travel (mileage) allowance is less.

(6) Subsistence (lodging and meals) for en-route travel time.

(A) Except for reimbursement under Plans V, VI and VII, subsistence shall be calculated as a percentage for reimbursement for enroute travel of more than 50 miles but less than 400 miles, not to exceed the maximum rates established by the Commission.

(g)-(j)***[Remains unchanged]***

Note: Authority cited: Sections 13503, 13506, 13510 and 13520, Penal Code. Reference: Sections 13503, 13510, 13511, 13512, 13518, 13520, 13522, 13523, 13524 and 13525, Penal Code; Section 11489, Health and Safety Code; and Statutes 1997, Chapter 9, Section 2, (Senate Bill 350).