



Sheriff Christopher D. Connelly  
Chairman

State of New Hampshire  
POLICE STANDARDS & TRAINING COUNCIL  
Arthur D. Kehas  
Law Enforcement Training Facility & Campus  
17 Institute Drive, Concord, N.H. 03301-7413  
603-271-2133 – Fax: 603-271-1785  
TDD Access: Relay NH 1-800-735-2964



John V. Scippa  
Director

**CRISIS INTERVENTION TEAM (CIT) TRAINING  
REIMBURSEMENT INSTRUCTIONS**

Police Standards and Training is pleased to announce that funds resulting in the passage of Senate Bill 376-FN are now available to provide NH law enforcement agencies the opportunity to submit for total reimbursement for all expenses incurred while officers are engaged in the 40-hour CIT courses. Once an officer has successfully completed this course (requires full attendance for all 5-days, missed blocks of instruction must be made up in a subsequent course on a day-for-day basis due to block scheduling) department heads may download the reimbursement application form and associated documents located in Benchmark. Before any data entry is initiated users may have to **ENABLE EDITING** once the application opens. Please complete all information and data fields as indicated. Financial data entry requires numbers and decimals only. The spreadsheet will calculate sums and totals automatically. If a mistake is made on initial entry, just delete, and re-enter the data.

Reimbursements are calculated using the General Services Administration (GSA) for Concord, NH.

Reimbursable categories: please include names, ranks, rates of pay and hours worked.

1. 40-hours of pay (overtime where applicable) for back fill coverage for officer(s) covering the attendee’s shift
    - a. Multiple officers can cover these 40-hours. If more than 4-officers are necessary to fill open shifts, another application can be used to include them for reimbursement.
  2. Hotel
  3. Meals
  4. Travel (\$ .655/mile for POV/CRUISER usage)
  5. Incidental expenses
- } For Attendee

GSA Per Diem Rates	Hotel	Meals & Incidental Expenses
	\$114.00	Breakfast \$14.00
		Lunch \$16.00
		Dinner \$29.00
		Incidentals \$5.00

First and last day of travel are capped at \$48.00.

Please submit the completed application for reimbursement and paid receipts for all expenses to:

Captain (Ret.) Tom Walsh  
NH Police Standards and Training Council  
17 Institute Drive  
Concord, NH 03301  
Main (603) 271-2133  
Desk (603) 271-1076  
[Thomas.J.WalshJR@pst.nh.gov](mailto:Thomas.J.WalshJR@pst.nh.gov)

Following a review and approval by the Director, a reimbursement check will be issued to the department. **All reimbursement requests are being submitted under the provisions of RSA 641:3.** Please inquire if you have any questions.