



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

Sheriff Christopher D. Connelly
Chairman

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 (.065/mile for POV 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

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.