



March 6, 2024

CIT Training Grant Reimbursement Protocols

- **PURPOSE:** Identify personnel and expenses that are reimbursable for officers successfully completing the 40-hour CIT educational course. Reimbursement is specifically for departments that do not yet have a CIT trained officer.
- ***However, with the passage of Senate Bill 376-FN, the reimbursement is now open retroactively to CIT officers that successfully completed training after July 8, 2022 (one officer per each department).***
- Departments seeking retroactive reimbursement may complete the application process. The application, instructions, and associated forms are in Benchmark. Please complete the application and forms, supply the names of CIT attendee (**one per department**), course dates and the name(s) of officers, rates of pay, and hours worked that backfilled for the CIT attendee and submit the forms electronically to:

Captain Tom Walsh
Thomas.J.WalshJr@pst.nh.gov
603-271-1076

- Upon receipt and after verification, the application will be processed and submitted to the Director for approval. Once approved, reimbursement funds shall be released directly to the agency from the PSTC Business Office.
- ***Officers who have received the 4-hour CIT refresher updates since July 8, 2022, may now have their agency submit for reimbursement for this training as well. The procedure is the same as previously detailed above and referred to in this document.***
- **GOING FORWARD:**
 - New CIT attendees **MUST** complete the 40-hour training to qualify for reimbursement.
 - Missed portions of the course or missed days must be made up on a one-for-one due to block scheduling for materials presented. Once completed, application may be submitted.



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- Departments may now apply for officers who take and complete the 4-hour CIT refresher classes and related back fill expenses utilizing the protocols detailed in this document.
- **Back fill Personnel Reimbursement (round up to two decimal places):**
 - PSTC will only cover payroll expenses for officers who back fill the attendee’s open shifts (40-Hours).
 - Officer’s regular pay rate & OT if applicable for hours worked.
 - If only a portion of the open shifts are filled, that is what will be reimbursed.
 - If no shifts are back filled, there will be no reimbursement for same, as the purpose behind the funding is to compensate specifically for the back fill officers & expenses for the attendee’s training.
- **Lodging and Meal Reimbursement for the attendee (PER General Services Administration (GSA) guidelines for Concord, NH):**
- **Hotel - \$122/daily** (4 or 5 nights, depending on distance traveled)
 - GSA qualifying travel distance for hotel expense is established at 40-miles. Classes begin on Mondays at 8:00 AM, therefore, an officer traveling more than 40-miles may make a reservation on Sunday evening with a check out on Friday morning the week of the class.
 - A copy of the hotel receipt indicating ‘no balance’ or ‘paid in full’ so indicated on it, must accompany the application.

Daily lodging rates (excluding taxes) | October 2023 - September 2024

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary Destination	County	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Concord	Merrimack	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122



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- **Meals (\$64/daily) – Paid receipts required.**
 - Breakfast \$14.00
 - Lunch \$16.00
 - Dinner \$29.00
 - Incidentals \$ 5.00 (no receipt required)
 - 1ST & last day of travel reduced to \$48.00
 - If meals are being served at the training venue, that meal is not reimbursable.

Meals & Incidentals (M&IE) rates and breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See [More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Concord	Merrimack	\$64	\$14	\$16	\$29	\$5	\$48.00

Showing 1 to 1 of 1 entries

NOTE: Receipts for alcohol are not accepted as reimbursable for any part of a meal! Alcohol is an out-of-pocket expense.

- **Additional Reimbursable Expenses for CIT Attendee:**
 - Mileage for use of POV **\$.67/mile (1/2024)**
 - Tolls
- **Police Standards and Training Accounting:**
 - The application, associated forms, and instructions shall be in Benchmark.
 - Applications and paid receipts can be submitted electronically.
 - Once data is received, checked & verified, the application requires approval of the Director or his designee. Once verified, reimbursement is made through the PSTC business office directly to the requesting agency.



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- A CIT Excel Workbook designed specifically to account for all expenditures of CIT-related funds shall be maintained for all courses and the Workbook updated at the conclusion of each course throughout the training year.
 - Excel worksheets shall be maintained for every CIT course, identifying:
 - Course location
 - Dates
 - Attendee's last names
 - Attendee's Departments
 - Per Diem expenses (individually and collectively for each course)
 - Hotel
 - Meals
 - Incidentals
 - Mileage, tolls
 - Back fill pays for officers
 - Date of Director's Approval
 - Totals for each CIT course are tabulated and captured on the final page of the CIT Excel Workbook and available for audit.
- Application and supporting documentation to be submitted (as with any other official record to PSTC) under the provisions of RSA 641:3, unsworn falsification.
- If a CIT trained officer leaves their department, and there is no other CIT officer in the department, another officer may attend a CIT course and the head of the department may apply seeking reimbursement upon the successful attendance and completion of the course by the officer.

Questions - please contact:

Captain Tom Walsh

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