

**Subject Matter Expert Reimbursement Policy**  
**\*\*ALL expenses must be pre-approved by POST\*\***

The expense reimbursement policy applies only to duly-appointed members of the four Subject Matter Expert (SME) Committees: Arrest Control, Curriculum, Driving and Firearms and who are not being reimbursed by their employer. Requests for reimbursement must be made within 5 business days prior to travel.

The SME reimbursement policy applies only to pre-approved, actual and necessary expenses in the following situations:

- SME committee members who drive their personal car to SME committee meetings, academy inspections and/or test outs are eligible for mileage reimbursement at the rate set by the State of Colorado.
  
- SME committee members who stay overnight at a commercial lodging facility because their attendance is needed at an SME committee meeting, academy inspection and/or test outs are eligible for reimbursement for the cost of the motel/hotel room rental. SME's shall have pre-approval from the POST Director or his designee to ensure that the lodging facility reimbursement will be approved.
  
- SME committee members who are required to pay for parking or highway tolls to attend an SME committee meeting, academy inspection and/or test out will be eligible for reimbursement.
  
- SME committee members who are required to travel to attend an SME committee meeting, academy inspection and/or test out may be eligible for meal reimbursements at the standard per diem reimbursement rates set by the State of Colorado Travel Policy. When travel is wholly within a single day, there will be no reimbursement for lunch.
  - a. If travel begins prior 5AM the traveler would be eligible for breakfast per diem reimbursement at the rate set by the State of Colorado.
  
  - b. If travel concludes after 8PM the SME would be eligible for dinner per diem reimbursement at the rate set by the State of Colorado.
  
  - c. If the SME committee member spends the night on SME business, he/she would be eligible for meal per diem at the reimbursement rate set by the State of Colorado. Please see the SME Reimbursement Request form for a full breakdown of which meals are covered.

*Effective January 1, 2025*