Subject Matter Expert Reimbursement Request
ALL expenses must be pre-approved by POST
Effective January 1, 2019

I _____, certify that the below listing of my actual and necessary expenses for reimbursement were incurred as part of my duties as a Subject Matter Expert for the _____ committee of the Peace Officer Standards and Training Program while I
☐ Attended an SME committee meeting ☐ Conducted an academy inspection ☐ Conducted a test out
☐ Other _____. These expenses were incurred on (date)_____ from _____AM   PM   to (date) _____ to _____ AM   PM   . (Please specify time of day you left your residence/office, and time of day you arrived back at residence/office.)

I certify that I am not being reimbursed for my expenses by my employer.

Check all that apply:
☐ Mileage reimbursement from portal to portal (a Mapquest/GoogleMaps printout must be attached to be eligible for mileage reimbursement)
                    Total number of miles driven _____ at **.52 per mile = $_____**

☐ Lodging: (hotel/motel stays must be pre-approved by the POST Director or his designee.) Only the actual lodging room rate is reimbursable – movies, room service charges, mini-bar charges are not eligible for reimbursement. SME must submit lodging receipt to be eligible for reimbursement.
                              Hotel/Motel bill = $_____

☐ Parking/Tolls. SME must submit receipts to be eligible for reimbursement for tolls.
                              Parking and/or Tolls = $_____

☐ Meal reimbursement. SME is eligible to be reimbursed up to the meal per diem rate set by the State of Colorado. Only the actual expense up to the per diem rate is eligible for reimbursement. State of Colorado Travel Policy is: When travel is wholly within a single day, there will be no reimbursement for lunch. If travel begins before 5AM the SME would be eligible for up to the breakfast per diem rate set by the State of Colorado - If travel concludes after 8PM in the same day, the SME would be eligible for dinner up to the per diem rate set by the State of Colorado - If the SME spends the night on SME business the SME would be eligible for meal reimbursement up to the per diem rate set by the State of Colorado. Reimbursement rates are set by region of the State - refer to Appendix A1 Domestic (CONUS) Per Diem rates to determine meal reimbursement rates. **http://www.gsa.gov/portal/category/100120**

SME must submit meal receipts to be eligible for reimbursement.
                              Meal reimbursement = $_____
              Total amount due SME   (Add all four categories) = $_____

SME Signature: _____ **Date:** _____
Address: _____
Please submit request to post@coag.gov, fax to 866-858-7486, or mail to Dept of Law, Colorado POST, 1300 Broadway-9th Floor, Denver CO 80203.