



DEPARTMENT OF PARKS AND RECREATION  
Division of Boating and Waterways  
One Capitol Mall, Suite 410  
Sacramento, California 95814

Lisa Ann L. Mangat, *Acting Director*

## **Boating Law Enforcement Training Grant MOU for POST reimbursable officers**

The California State Parks Division of Boating and Waterways (DBW) may have funds available to reimburse qualified POST employees for expenses incurred while successfully completing a division sponsored training.

Requests for reimbursement of expenses incurred by POST qualified employees will only be paid under the following conditions:

1. Agency must send in a "letter of intent" with a detailed projection of costs to attend training.
2. Employees must successfully complete a DBW approved and/or, POST. Certified training.
3. Employee must have designated authority under Chapter 4.5 California Penal Code to enforce California boating law and regulations.
4. A fully executed MEMORANDUM OF UNDERSTANDING (**MOU**) must exist between DBW and the agency requesting reimbursement.
5. A cover letter requesting training grant funds must be submitted within 45-days from the last day of the completed training.  
**(Note: Agencies requesting reimbursement shall recognize that the expiration date of the MOU has precedence over the 45-day filing period. As a result there may be occasions where an agency will not have the full 45 days to file a claim for reimbursement.)**
6. A completed travel expense claim (**TEC**) must be submitted. Original signatures are required from both the employee(s) who completed the training and the officer of the agency authorizing the claim. **A copy of the Enrollment & Material Fee Receipt must be included for each student.**

The TEC will provide a detailed description of dates, departures times, return times, site locations, lodging costs, mileage costs (if applicable) to and from the training site, etc. Subsistence will not be allowed if expenses are incurred within 50 round trip miles of the employee's headquarters address.

Lodging and mileage costs are reimbursable, providing receipts and official mileage documentation is submitted. Meal receipts are not required and will be reimbursed according to POST Plan IV. A sample expense claim is provided in this packet.

Agencies having questions or needing additional information to confirm qualifying expenditures can contact Brian Carroll (916) 327-1835.

**INSTRUCTIONS FOR COMPLETING THE  
MEMORANDUM  
OF UNDERSTANDING**

1. Line 3--Enter your agency's name.
2. Agencies requesting reimbursement for completed training must provide the following:
  - a) An **MOU** with an original signature. *Note: Each travel claim submitted requires a new **MOU** with an original signature. Copies will not be accepted.*
  - b) DBW travel expense claim declaring the student(s) per diem and travel. All travel claims require an original signature of both student and the appropriate authorizing officer (see attached sample).

The TEC will provide a detailed description of dates, departures times, return times, site locations, lodging costs, mileage costs (if applicable) to and from the training site, etc. Subsistence will not be allowed if expenses are incurred within 50 round trip miles of the employee's headquarters address.

Lodging and mileage costs are reimbursable, providing receipts and official mileage documentation is submitted. Meal receipts are not required and will be reimbursed according to POST Plan IV.

- c) A reimbursement cover letter from the requesting agency (see attached sample).
3. A cover letter requesting reimbursement must be submitted within 45-days from the last day of the completed training.

**(Note: Agencies requesting reimbursement shall recognize that the expiration date of the MOU has precedence over the 45-day filing period. As a result there may be occasions where an agency will not have the full 45-days to file a claim for reimbursement).**

Agencies having questions or needing additional information to confirm qualifying expenditures can contact **Brian Carroll** at (916) 327-1835.

## MEMORANDUM OF UNDERSTANDING

1 This Memorandum of Understanding is entered into on **July 1, 2014**, between the  
2 California State Parks Division of Boating and Waterways (DBW) and the  
3 \_\_\_\_\_ . Federal assistance is authorized by Chapter  
4 131 of Title 46, USC (formally referred to as the Federal Boating Safety Act of 1971)  
5 for the training of personnel in law enforcement as related to boating. DBW will  
6 reimburse the governmental agency with federal monies for certain lodging,  
7 subsistence and transportation expenses incurred by their employees while  
8 attending and satisfactorily completing a training course approved by DBW.

9 Agencies entering into DBW's Marine Law Enforcement Training Program,  
10 MEMORANDUM OF UNDERSTANDING, acknowledge and agree to the following:

12 A) DBW's training budget fluctuates from fiscal year to fiscal year.

13 B) **Reimbursement funds for completed POST certified training through**  
14 **DBW are contingent upon the availability of those funds.**

15 C) Agencies submitting claims for completed POST certified training  
16 without prior approval will not be reimbursed.

17 D) The governmental agency will request reimbursement only for those  
18 employees whose duty assignments are directly related to the enforcement of  
19 state, federal and local measures for the regulation of boating activities, and  
20 who meet P.O.S.T. qualifications for reimbursement.

21 All employees eligible for reimbursement must have legal authority to

22 issue citations and have arrest authority for violations of boating law, regulations  
23 or ordinance. Employees' legal authority was granted by\_\_\_\_\_

24 Pursuant to California Penal Code, Section\_\_\_\_\_.

25 E) Request for Reimbursement shall occur within 45 calendar days following any  
26 completed training. Delinquent claims for reimbursement may be disallowed.

27 F). This **MOU** will terminate **June 15, 2015**.

28 Agencies **requesting reimbursement shall recognize that the June 15<sup>th</sup>**

29 **expiration date of the MOU** has precedence over the 45-day filing

30 period. As a result there will be occasions where an agency will not have the full

31 45 days to file a claim for reimbursement.

32 G) Reimbursement shall not exceed the rates provided below.

## Reimbursement Rate

### Maximum Daily Subsistence Allowance

33                                    **Lodging**                    \$ 90.00 *(plus taxes) (all counties/cities in CA except as indicated; \$95.00 (plus taxes) (Napa, Riverside, Sacramento); \$120.0 (plus taxes) (LA, Orange & Ventura); \$125.00 Alameda, Monterey, San Diego, San Mateo & Santa Clara; \$150.00 (plus taxes) San Francisco & City of Santa Monica)*

34                                    **Breakfast**                    \$ 7.00

35                                    **Lunch**                        \$ 11.00

36                                    **Dinner**                        \$ 23.00

37                    **(Not reimbursable within 50 round trip miles of headquarters address)**

38

### 39                                    Mileage Reimbursement Rates:

40                                    Per mile                    \$ 0.56

41                    The reimbursement of transportation costs for other than agency/private  
42                    owned vehicles must be approved in advance prior to students attending  
43                    training by DBW.

**\*\*Reimbursement rates are subject to change without notice. You will be reimbursed whatever current rate is upon submission of claim. \*\***

\_\_\_\_\_  
Agency

\_\_\_\_\_  
State of California  
Division of Boating and Waterways

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Brian Carroll  
Training Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**SAMPLE LETTER REQUESTING REIMBURSEMENT**  
**(This letter must be on your Agency Letterhead)**

**(Date)**

California State Parks  
Division of Boating and Waterways  
Attn: Brian Carroll, Training Coordinator  
One Capital Mall, Suite #500  
Sacramento, CA. 95814

Dear Mr. Carroll:

Please reimburse the **(agency)** in the amount of **(total amount)** for actual expenses incurred while attending **(name of class)** in **(location)** from **(date to date)**.

Enclosed is a **MEMORANDUM OF UNDERSTANDING** signed by an authorized officer of **(name of agency)**. Also, enclosed is an original signed and certified travel expense claim for each employee.

If you have any questions regarding this claim, please call **(your name)** at **(area code/phone number)**.

Sincerely,

**(Your name)**  
**(Title)**