Arizona Peace Officer Standards and Training Board

Program Expires December 31, 2015

Mileage Reimbursement Form

Attestment of Agency Vehicle use for AZPOST Training Classes

Agency Name:	Agency Training Coordinator:	Telephone Number:

AZPOST Mileage Reimbursement

Agencies may request mileage reimbursement for their government vehicle(s), when they have been utilized for an officer(s) to attend an AZPOST Calendar Training Class(es) or AZPOST Center For Leadership Class(es). This form shall be completed by the agency requesting the reimbursement.

Mileage Reimbursement Rules and Limitations:

1. Reimbursement is for agency-owned vehicles utilized for traveling to and from the officer-assigned work city to the training class location.
2. Use of personally owned vehicles will not be allowed for this mileage reimbursement program.
3. Reimbursement is limited to those students who traveled more than 50 miles one way to the class and would normally qualify for travel status per Arizona Department of Administration (AZDOA) travel policies.
4. Reimbursement to an agency will be limited to one vehicle per class for up to two students.
5. Exceptions to #4 above will be made for officers attending Driver Instructor Training or High Risk Vehicle Stops where each student is required to bring a vehicle.
6. Reimbursement will be based upon the published amount from AZDPS mileage reimbursement allowances for fuel only; not for wear, tear and maintenance costs of vehicle. As of January 1, 2015 that rate is 23 cents per mile.
7. Reimbursement will be based upon a two way trip calculated by POST staff using Arizona map mileage from officer-assigned city to class-location city.
8. Reimbursements will be limited to one (1) round trip to and from a class during a single week. Local miles driven while at the training location city will not be reimbursed.
9. Agencies that have officer(s) attending multiple week classes should list each week separately for reimbursement.
10. Reimbursement requests for mileage shall be submitted within 60 days after the end of a class.
11. Reimbursement cannot be pre-calculated for scheduled classes and will be based upon actual attendance of classes with verification by POST staff.

Class Date	Class Title	Class-Location (City)	Attending Officer Name(s)	Officer-Assigned Location (City)	Agency Vehicle Number or License	POST Staff use only	

Training Coordinator Signature:	Date: