



DEPUTY SHERIFFS' TRAINING BULLETIN

Number 122

COMMONWEALTH OF PENNSYLVANIA

April 2013

Reimbursement Procedures

With tight budgets and diminishing resources, sheriffs' offices are looking closely at obtaining the maximum reimbursements for training. Accordingly, it is a good time to review fiscal requirements for reimbursement for training under Act 1984-2.

General

All training is provided free. All reimbursements are submitted through a form provided by PCCD.

Salaries are reimbursed at the flat hourly rate for hours actually in class up to the minimum required to complete the necessary training. Holiday pay, shift differential, overtime, travel time, class preparation, home work, meal time, etc is not reimbursed. Benefits are not reimbursed.

Meals (when not provided) are reimbursed at the state rate. Meals while travelling are not reimbursed. Receipts are required.

Mileage and tolls are reimbursed (usually from the county seat) at the state rate. This rate is not the IRS rate! It is based on a General Services rate which is often slightly less. Toll claims must be accompanied by receipts.

Lodging is only reimbursed if authorized for the course (and not provided). Usually a hotel will be suggested. You must obtain the government rate and receipts are required.

Reimbursement forms expire after 1 ½ years. Once they expire, no payment will be made.

Basic Training: Room and Board is provided. Salary reimbursed up to 760 hours. Mileage reimbursed up to 19 round trips. No meals or hotel reimbursed. Incidentals reimbursed up to \$300 without receipts, IF county reimburses same to deputy.

Waiver Training: Room and Board is provided. Salary reimbursed up to 80 hours. Mileage reimbursed up to 2 round trips. No meals or hotel reimbursed. No incidentals reimbursed.



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Continuing Education: No hotel reimbursed without prior written approval. Salary reimbursed up to 20 hours. Mileage reimbursed up to 3 round trips. Lunch meals only reimbursed (up to limit). Receipts required.

Supervisory Continuing Education: Salary reimbursed up to 20 hours. Hotel reimbursed (receipt). Meals reimbursed (receipts). Mileage reimbursed up to one round trip. If your deputy commutes then daily round trips are reimbursed but no hotel or overnight meals.

Basic Train the Trainer: Salary reimbursed. Hotel reimbursed (receipt). Meals reimbursed (receipts). Mileage reimbursed up to one round trip. If your deputy commutes then daily round trips are reimbursed but no hotel or overnight meals.

Firearms Train the Trainer: Room and Board provided. Salary reimbursed. Mileage for one round trip.

Online Merit Courses: No reimbursement.

Exceptions must be approved in advance and in writing.

Reimbursement requests with charges that exceed the limit or are for unauthorized expenses will be corrected and adjusted to reflect the correct amounts.

Reimbursements requests without receipts where required will be corrected and adjusted to reflect the reduced amount.

Counties are only informed if a reimbursement is rejected.

Sheriffs' Offices may determine if a reimbursement form has been issued or if it has been processed back through PCCD. This is completed by accessing the Deputy Sheriff Information System (DSIS) and reviewing the individual deputy's record:

Invoices						
Course	Number	Status	Issued Date	Expiration Date	Processed Date	Cancelled Date
C-11-46	5572	Expired	03/03/2011	09/03/2012		
C-13-47	8118	Pending	04/03/2013	10/03/2014		

Reviewing the Invoices section under a deputy's personal information will show you, by course, if a reimbursement form has been issued, if PCCD received it back from the county and processed it through to Treasury for reimbursement. This table will also show the status of the reimbursement and its expiration.

All requests for reimbursement must be submitted to the Pennsylvania Commission on Crime and Delinquency:

PCCD
81PCCD
PO Box 69181
Harrisburg, PA 17106

If you have questions concerning expense voucher preparation and/or replacement, please contact Mr. Doug Hummel, at (717) 265-8550. Please allow four to six weeks from the date of PCCD processing until payment is received.

Questions concerning the status of payments from Treasury after PCCD has processed the invoice should be directed to the:

Vendor Call Center

1-877-HELP-363 or 1-877-435-7363
or by email at RA-PSCPaymentinquire@state.pa.us

You will need to provide the invoice number, invoice date, invoice amount and your SAP Vendor Number.