

## **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 who are part of the Colorado Peace Officers Standards and Training (POST) program and who are not being reimbursed by their employer. These Subject Matter Expert committees are the Arrest Control, Curriculum, Driving and Firearms SME Committees. Requests for reimbursement must be made within 1 week (5 business days) of 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 state-approved 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. Information on what hotels are state-approved Lodging facilities can be found on the lodging section of the State of Colorado Department of Personnel and Administration website. If no state-approved lodging is within a reasonable distance to the location where the SME is needed, other hotels/motels may be approved by the POST Director or his designee.

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 actual meal reimbursements up to 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.

If travel begins prior 5AM the traveler would be eligible for breakfast per diem reimbursement at the rate set by the State of Colorado.

If travel concludes after 8PM the SME would be eligible for dinner per diem reimbursement at the rate set by the State of Colorado.

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.

*Effective January 1, 2012*