



The California Specialized Training Institute Contract Reimbursement Checklist

The California Specialized Training Institute (CSTI) training and exercise reimbursement program is designed to assist assignee agencies with reimbursing costs associated with training, exercises, equipment, and personnel services within the guidelines identified by contractual agreements to enhance statewide response to local and state emergencies.

The following checklist summarizes the information and documentation required to support and validate the reimbursement request.

Agency Invoice

The invoice must have:

1. Reference billed to Cal OES.
2. An agreement/contract number.
3. The agency name.
4. Team name and team number (Example: RTF-1, SW/S&R-1)
5. Invoice number.
6. Invoice date.
7. Point of contact and contact information.
8. Location where the reimbursement is to be mailed.
9. Itemized costs.
10. Description of the services provided.
11. Total reimbursement amount.

Please send invoices to CSTIfireandrescuetraining@caloes.ca.gov

Pre-Approval Forms

Attach pre-approval forms (approved) as applicable to accompany the contract reimbursement submittal package:

1. [Pre-approval Training Form](#): Submit the approved/signed form to the CSTI Contract Manager for reimbursement before training.
2. [Approved Excess Lodging Form](#): Submit if seeking reimbursement for lodging costs above the maximum listed in the [Employee Travel Reimbursement Section of the California Department of Human Resources \(Cal HR\) website](#)

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3. [Backfill Out-of-Rank Request Form](#): Submit if seeking reimbursement for backfill employees working at a higher rank. For example, a Captain is replacing a Firefighter.

Receipts

Submit receipts for reimbursement to include the following as applicable:

1. Consumable purchase receipts shall be submitted for expenditures not to exceed \$10,000.
2. Travel receipts should be available upon request and audit. Receipts include (but are not limited to) lodging, rental vehicles, airfare, self-parking, tolls, and gas. Per diem meals and parking under \$10 receipts are not required).

Note: The Fire Agency will be reimbursed for actual incurred travel expenses based on the per diem rates used for state employees upon receipt and approval of an itemized invoice. The [Employee Travel Reimbursement Section of the California Department of Human Resources \(Cal HR\) website](#) identifies travel reimbursement rates and applicable restrictions.

Rosters and Reporting

Attach supporting validation documentation to include as applicable:

1. Training Calendar or Training and Exercise Plan (TEP).
2. List of students/attendees. The list should reflect whether the attendee completed the training or exercise.
3. After Action Report (AAR) (exercises only).
4. Certificates of completion certificate copies upon request.