



Reimbursement Packet Submittal Checklist

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

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

Please include the following items in your reimbursement submittal packet and scan/email them to csti-fr-training@caloes.ca.gov. If you have questions, please call us at (916) 364-4504 or email us at csti-fr-training@caloes.ca.gov.

1. Agency Invoice

The invoice must have:

- Reference billed to Cal OES.
- An agreement/contract number.
- The agency name.
- The team's name and team number (Example: RTF-1, SF/S&R-1)
- The invoice number.
- The invoice date.
- The point of contact and contact information.
- The location where the reimbursement is to be mailed.
- Itemized costs.
- A description of the services provided.
- The total reimbursement amount.

2. Approval Forms

Copies of all applicable CSTI signed/approved request forms shall accompany the reimbursement submittal packet:

- [Training Request Form](#): Submit to the CSTI Contract Manager for approval and signature before training.
- [Excess Lodging Form](#): Submit if seeking reimbursement for lodging costs above the maximum listed in the [Employee Travel Reimbursement CA Dept. of Human Resources \(Cal HR\) website](#)

- [Backfill Out-of-Rank Request Form](#): Submit if seeking reimbursement for backfill employees working at a higher rank. For example, a captain could replace a firefighter.

3. Receipts/Documentation

Submit receipts for reimbursement to include (but not limited to) the following as applicable:

- Contractor/instructor fees.
- Facility rental fees.
- Tuition fees.
- Certification fees.
- Supplies.
- Consumable purchase receipts shall be submitted for expenditures not to exceed \$10,000.
- An itemized list of personnel payroll costs for each employee instructor seeking backfill or overtime reimbursement.
- Travel to include (but not limited to) lodging, rental vehicles, airfare, self-parking, tolls, and gas. Per diem meals and parking under \$10 receipts are not required.
 - The Fire Agency will be reimbursed for actual incurred travel expenses based on the Government Services Administration (GSA) per diem rates used for state employees upon receipt and approval of an itemized invoice.
 - Refer to the [Employee Travel Reimbursement CA Dept. of Human Resources \(Cal HR\) website](#), which identifies travel reimbursement rates and applicable restrictions.

4. Rosters and Reporting

Attach supporting validation documentation to include as applicable:

- Training Calendar or Training and Exercise Plan (TEP).
- List of students/attendees or a sign-in sheet. The list should reflect whether the attendee completed the training or exercise.
- After Action Report (AAR) (exercises only).
- Certificates of completion, certificate copies upon request.