**Section 1750.303 Claims for Reimbursement**

a) Claims for reimbursement shall be submitted no later than July 15 on forms provided by the Board.

b) Claims will not be considered for reimbursement without the signatures of the Correctional Department head and a financial officer, such as the auditor, comptroller, or clerk of the applicant local governmental unit.

c) Claims for reimbursement shall include, but not be limited to, the name, age, rank, and social security number of the trainee, the dates the training started and terminated, the name and location of the academy, the trainee's hourly salary during the training period, the costs of tuition and registration fees, and the cost of lodging, food and transportation.

d) One original claim request and one copy must be mailed to the Board's office.