

Overtime/Backfill Reimbursement Form Instructions

1. Submit an application for a student to attend a CIT-Kitsap CO training class.
 - a. Classes with eligibility for overtime/backfill reimbursement are:
 - i. CIT-Kitsap CO 40-HR Basic
2. A notification of acceptance to training is sent via email approximately 2 to 4-weeks prior to the start of the class.
3. At least 7 days prior to the start of class, or earlier, submit an Overtime/Backfill Reimbursement Form for your student that is taking training. Complete the form as follows:
 - a. **Section A:** Select type of training class student is taking.
 - b. **Section B:** Select if Commissioned Officer/Deputy
 - c. **Section C:** List name of student taking training. More than one student may be listed here.
 - i. If submitting for full class hours list student name only:
 1. Example: Officer John
 - ii. Only the actual class hours up to 40 hours will be reimbursable for training. We do not provide extra hours reimbursement.
 1. Example: Officer John has 12 hours of overtime for CIT-King CO 8-HR In-Service, will only receive 8-hours of reimbursement.
 - iii. If submitting for reimbursement for OT/Backfill and the student does not need reimbursement for full class hours list student name followed by hours in parentheses.
 1. Example: Officer John (16)
 - iv. **Do not** list the person or persons providing the OT/Backfill; list only the student or students taking the training.
 - d. **Section D:** Provide Session Number and Date(s).

- e. **Section E:** Provide Agency Name, Agency Email, and Agency Contact and Address to remit reimbursement to. (Usually a fiscal person.)
 - f. **Section F:** Read the attestation paragraph.
 - g. **Section G:** Supervisor prints, signs, and dates reimbursement form.
 - i. This form is subject to disclosure and by signing you attest that your student is in need of overtime/backfill as listed on the form.
 - h. **Section H:** Submit the form via fax, mail, or email as listed on form.
4. Reimbursement forms will not be accepted after training is completed.