



WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

Susan L. Rahr, Executive Director

19010 1st Avenue South • Burien, WA 98148 • Phone: 206-835-7300 • www.cjtc.state.wa.us

Overtime/Backfill Reimbursement Instructions

Classes with eligibility for overtime/backfill reimbursement are:

- CIT-Statewide 40-HR Basic – up to 16 hours/pp at \$55/hour (\$880)
- CIT-Statewide 8-HR In-Service – up to 8 hours/pp at \$55/hour(\$440)

How to request Overtime / Backfill Reimbursement

1. When the student is Accepted for the class submit an invoice. Invoices must be received no later than 7 days after the class is completed.
2. Submit an **invoice** with the following information.
 - Full name of officer or officers.
 - Date and location of the class.
 - Course Number and Session
 - Requested amount
3. Email to CITregistrar@cjtc.state.wa.us