

**Office of Statewide Emergency Telecommunications**  
**Guidelines for Training Reimbursements**

**TRAINING FUND**

**STATUTORY AUTHORITY-DESCRIPTION**

Section 28-24-8 of the Regulations of the State of Connecticut provide for the establishment of a training fund for the purpose of reimbursing ongoing training for public safety answering points, (PSAPs) for 9-1-1

**REIMBURSEMENT PROCEDURE**

Requests for reimbursement of training funds must be submitted to the Office of Statewide Emergency Telecommunications, (OSET).

Reimbursements will be processed on a quarterly basis: July 1, Oct. 1, Jan 1, and April 1.

Those reimbursable expenses for the months of April, May and June of fiscal year will be submitted to OSET no later than 90 days after the end of the quarter (October 1).

Those reimbursable expenses for the months of July, August and September will be submitted to OSET no later than 90 days after the end of the quarter (January 1).

Those reimbursable expenses for the months of October, November and December will be submitted to OSET no later than 90 days after the end of the quarter (April 1).

Those reimbursable expenses for the months of January, February and March will be submitted to OSET no later than 90 days after the end of the quarter (July 1).

**REQUIRED DOCUMENTATION**

Each reimbursement request will consist of a copy of the invoice and a student registration form. Multiple employees attending one event may be represented on one invoice but a student registration form must be submitted for each individual.

**AUTHORIZED USES**

Reimbursable Training may include:

- Memberships to organizations that promote public safety emergency telecommunications.
- Registration fees to attend conferences, workshops and meetings for professional organizations specifically dealing with public safety emergency telecommunications.

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- Reimbursement for travel shall be subject to the rules and policies of the PSAP regarding authorized expenditures for travel. Reimbursements for travel may include airfare, lodging, and conference registration. The following items are **not** reimbursable: mileage, gas, car rental, meals, parking fees and telephone charges. Travel expenses related to conferences, workshops and meetings must comply with established criteria for travel as documented by the PSAP. Submission of the PSAP travel reimbursement policy must accompany any requests for reimbursement.
  
- Training materials, training videos and study guides directly related to 9-1-1 public safety emergency telecommunications and career development in 9-1-1. Documentation including invoices from the vendors must accompany any requests.
  
- Backfill for employees to attend public safety emergency telecommunications training. Documentation for backfill and overtime must be on department letterhead and signed by the PSAP director.
  
- Courses for career development in 9-1-1, including but not limited to communications center management, emergency telecommunications technology, emergency communications issues related to homeland security and emergency management, and 9-1-1 operations.

**AUTHORIZED USES:**

Training that is not related to the 9-1-1 services cannot be reimbursed.

**FUNDING LIMITS**

**Funds that are not used within fiscal year cannot be rolled over to the next fiscal year; all reimbursements are subject to the availability of funds. Requests that exceed the allocated amount in a fiscal year cannot be carried over to the next fiscal year.**