



# Instructor Fee and/or Travel Expenses Claim for Reimbursement

\*\*Separate Claim Reimbursement Form Required for Each Academy\*\*

**Fill out both sides of form.**

- (50072) [ ] Patrol    (50172) [ ] In-Service    (50272) [ ] Detention    (50372) [ ] Dispatch    (50472) [ ] Correction    (50772) [ ] Adult Misd Probation  
 (50872) [ ] Felony P & P

Contract Number: \_\_\_\_\_ Date of Claim: \_\_\_\_\_ **TOTAL REIMBURSEMENT \$** \_\_\_\_\_  
 (Total Travel + Total Instructor Fee)

Instructor: \_\_\_\_\_ Department: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**INSTRUCTOR FEES**

Date	Subject Taught	Location	From (Civilian Time)	To (Civilian Time)	Hours

Wage per hour X Total hours = **TOTAL INSTRUCTOR FEE**

\$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

Travel Expense on back page.  
*Back page must be signed and dated.*

- [ ] Instructor
- [ ] Scenario Role Player
- [ ] Scenario Dispatcher
- [ ] Scenario Assistant Grader
- [ ] Scenario Grader

**(Use separate reimbursement form for each role.)**

