



DEPARTMENT OF PARKS AND RECREATION

Division of Boating and Waterways
One Capitol Mall, Suite 500
Sacramento, California 95814

Lisa Ann Mangat,, Director

Marine Law Enforcement Training Program Reimbursement MOU

The Division of Boating and Waterways (DBW) may have funds available to reimburse expenses incurred while successfully completing Division sponsored training, pending funding availability. The purpose of the Marine Law Enforcement Training Program Reimbursement MOU is to allow a method for reimbursing agencies whose personnel participate in boating safety and boating law enforcement training courses.

Agencies requesting reimbursement for personnel participating in Division sponsored training must enter into a written MOU with the Division *prior* to personnel attending training (the MOU is attached to this document). Additionally, agencies must provide a Letter of Intent prior to personnel attending training. The Letter of Intent shall include the estimated reimbursement amount, the name of the DBW course(s) to be attended, and the name(s) of personnel to attend training during the fiscal year.

Upon completion of training, the agency shall submit a reimbursement request to the Division no later than 45 days after the training has been completed or by June 15th, whichever occurs first. Agencies requesting reimbursement should recognize that the expiration date of the MOU has precedence over the 45 day filing period. As a result there may be occasions where an agency will not have the full 45 days to file a claim for reimbursement.

Please note:

- All reimbursable rates are based on California State employee rates.
- Transportation costs are reimbursable, providing receipts:
 - o **Air Travel:**
 - The State will only reimburse the most cost effective method of travel (i.e. air travel versus ground travel).
 - Airline receipts must have the trainee's name, amount charged, and zero balance remaining (reservations will not suffice).
 - Reservations through Expedia/ Travelocity/ Etc are strongly discouraged as these companies do not provide invoices that are acceptable for reimbursement.
 - o **Car Rental:**
 - Car rental costs are reimbursable at the rates listed in the MOU.
 - It is highly recommended that trainee's utilize Enterprise in order to eliminate issues with their travel claim.
 - Enterprise reimbursable car rental categories are 'Compact' and 'Intermediate'.
 - If the trainee goes above the maximum daily rate specified in the MOU, written justification must be provided, and is subject to audit.
 - Car rental receipts must have the amount charged and a zero balance remaining (copies of reservations will not suffice).

- Reservations through Expedia/ Travelocity/ Etc are strongly discouraged as these companies do not provide invoices that are acceptable for reimbursement.
- **Mileage:**
 - The State will only reimburse the most cost effective method of travel (i.e. air travel versus ground travel).
 - Mileage costs are reimbursable at the rate listed in the MOU.
 - Mileage reimbursement applies to personal or department vehicles (excludes subvention vehicles).
 - Proof of mileage must be submitted by submitting Google map directions with the travel claim. A single page map is sufficient. Do not send turn-by-turn directions.
- **Lodging:**
 - Lodging costs are reimbursable at the rates listed by County in the MOU.
 - It is highly recommended that trainee's receive a check out receipt from the hotel to ensure proper documentation of lodging costs.
 - Lodging receipts must show the trainee's name, amount charged, and zero balance remaining (copies of reservations will not suffice).
 - Reservations through Expedia/ Travelocity/ Etc are strongly discouraged as these companies do not provide invoices that are acceptable for reimbursement.
- **Meals:**
 - Meals are reimbursable at the rates listed in the MOU.
 - Meals will not be reimbursed if expenses are incurred within 50 miles of the employee's designated headquarters or primary residence.
 - Meal receipts are *not* required.

Agencies having questions or needing additional information should first refer to the Marine Law Enforcement Training Program MOU [webpage](#). Outstanding questions can be addressed by contacting the Training Coordinator, Brian Carroll, at (916) 327-1835 or brian.carroll@parks.ca.gov. The completed MOU and Letter of Intent should be mailed to the following address:

California Department of Parks & Recreation
Division of Boating & Waterways
Attn: Brian Carroll
1 Capitol Mall, Suite #500
Sacramento, CA 95814

MEMORANDUM OF UNDERSTANDING

1 This Memorandum of Understanding is entered into on **July 1, 2018**, between
2 California State Parks, Division of Boating and Waterways (DBW) and the
3 _____ . Federal assistance is authorized by Chapter
4 131 of Title 46 of the United States Code (formally referred to as the Federal Boating
5 Safety Act of 1971) for training personnel in skills related to boating safety and to the
6 enforcement of boating safety laws and regulations. DBW will reimburse government
7 agencies with federal monies for allowed transportation, lodging, and subsistence
8 expenses incurred by their employees while attending and satisfactorily completing
9 training courses approved by DBW. Agencies entering into DBW's Marine Law
10 Enforcement Training Program MOU acknowledge and agree to the following:

- 11 A) DBW's training budget fluctuates from fiscal year to fiscal year and
12 reimbursement funds for completed training through DBW are
13 contingent upon the availability of those funds.
- 14 B) Agencies submitting claims for completed training without prior approval
15 from DBW will not be reimbursed.
- 16 C) The governmental agency will request reimbursement only for those
17 employees whose duty assignments are directly related to the
18 enforcement of federal, state, and local measures for the regulation of
19 boating safety and enforcement activities.
- 20 D) All employees eligible for reimbursement must have legal authority to
21 issue citations and have arrest authority for violations of boating law,
22 regulations, and ordinances. Employees' legal authority was granted
23 by _____ pursuant to California Penal Code
24 section _____.
- 25 E) Request for Reimbursement shall occur within 45 calendar days following
26 any completed training. Delinquent claims for reimbursement shall be
27 denied.
- 28 F) Reimbursement requests are required to include the following:
- 29 1) A cover letter indicating the agency requesting the reimbursement, the
30 amount of requested reimbursement, and the name, date, and location
31 of the training session attended.

32 2) A Marine Law Enforcement Training Program Travel Expense
33 Worksheet (DPR form 210) with original signatures from the employee
34 attending the training and the supervisor authorizing the travel expense
35 claim.

36 3) A copy of the signed MOU between the Division and the agency.

37 G) This MOU will terminate **June 30, 2019**. Claims must be received by
38 June 15th in order to process the claim prior to fiscal year end. Agencies
39 requesting reimbursement shall recognize that the June 30th expiration
40 date of the MOU has precedence over the 45 day filing period. As a result
41 there will be occasions where an agency will not have the full 45 days to
42 file a claim for reimbursement. It shall be the agency's responsibility to
43 ensure that all claims for reimbursement are **received** by DBW no later
44 45 days after the completion of training, or June 15, 2019, whichever
45 comes first.

46 H) Reimbursement shall not exceed the rates as listed below.

47

48 **Reimbursement Rates**

49 Lodging:

50 A) All Counties/Cities located in California (except as noted below):
51 Actual lodging expense, supported by a receipt, up to \$90 per night,
52 plus tax.

53 B) Napa, Riverside, and Sacramento Counties:
54 Actual lodging expense, supported by a receipt, up to \$95 per night,
55 plus tax.

56 C) Marin County:
57 Actual lodging expense, supported by a receipt, up to \$110 per night,
58 plus tax.

59 C) Los Angeles, Orange, and Ventura Counties:
60 Actual lodging expense, supported by a receipt, up to \$120 per night,
61 plus tax.

62 D) San Diego and Monterey Counties:
63 Actual lodging expense, supported by a receipt, up to \$125 per night,
64 plus tax.

- 65 E) Alameda, San Mateo, and Santa Clara Counties:
66 Actual lodging expense, supported by a receipt, up to \$140 per night,
67 plus tax.
68 F) The City of Santa Monica:
69 Actual lodging expense, supported by a receipt, up to \$150 per night,
70 plus tax.
71 G) The City of San Francisco:
72 Actual lodging expense, supported by a receipt, up to \$250 per night,
73 plus tax.
74 Meals:
75 Breakfast \$7.00
76 Lunch \$11.00
77 Dinner \$23.00
78 Car Rental:
79 Daily Rate \$33.00 + fees and taxes
80 Weekly Rate \$132.00 + fees and taxes
81 Mileage Reimbursement Rate:
82 Per mile \$0.545

*Reimbursement rates are subject to change without notice. Reimbursements will be made at the most current State rate at the time of submission of the claim. Current State rates are accessible through the links on the Marine Law Enforcement Training Program MOU [webpage](#).

Agency Name

DBW Training Coordinator

Authorized Signature

Date

Date

Sample Letter of Intent

(This letter must be on your Agency Letterhead)

(Date)

California State Parks
Division of Boating and Waterways
Attn: Brian Carroll, Training Coordinator
One Capital Mall, Suite #500
Sacramento, CA. 95814

Mr. Carroll,

The (agency name) intends to request reimbursement in the amount of approximately (\$) during FY '17 (July 1, 2018 – June 30, 2019). This represents our best estimate to send (#) officers to the (name of training course).

Enclosed is a copy of the Marine Law Enforcement Training Program Reimbursement MOU signed by an authorized officer of (name of agency).

If you have any questions, please call (your name) at (phone number with area code).

Sincerely,

(Your name)
(Title)

Sample Letter Requesting Reimbursement

(This letter must be on your Agency Letterhead)

(Date)

California State Parks
Division of Boating and Waterways
Attn: Brian Carroll, Training Coordinator
One Capital Mall, Suite #500
Sacramento, CA. 95814

Mr. Carroll,

Please reimburse the (agency name) in the amount of (total amount) for actual expenses incurred while attending (name of class) in (location) from (date to date).

Enclosed is a copy of the Marine Law Enforcement Training Program Reimbursement MOU signed by an authorized officer of (name of agency). Also, enclosed is an original signed travel expense claim for each employee along with required receipts.

If you have any questions regarding this claim, please call (your name) at (phone number with area code).

Sincerely,

(Your name)
(Title)