South Carolina Crime Stoppers Council

Training Funds Reimbursement INDIVIDUAL Cover Sheet

This cover sheet must be the FIRST page of the reimbursement packet. Submit one PDF containing this cover sheet followed by all required supporting documentation.

*Executive Committee & Single Person Submissions – use only this form as cover sheet.

Program	
Attendee Name	
Training/Event	

Required Supporting Documentation

☐ Training certificate or other proof of attendance

☐ Registration receipt showing payment

☐ Hotel receipt

☐ Mileage provided (if applicable)

☐ Mileage reimbursement calculated (miles x $.725) (if applicable)

☐ Airline receipt (if applicable)

☐ Car rental receipt (if applicable)

☐ Parking receipts (if applicable)

☐ Toll receipts (if applicable)

☐ Membership Dues - SECSA/CSUSA (only one per program)

☐ Other approved receipts attached

☐ All supporting documentation has been combined into ONE PDF (in the order they appear on this list)

☐ PDF saved as: Last Name, Event Name (Ex: SECSA Conf), 1st Date of Event (MM.DD.YY)

☐ Attendee is providing this documentation to their Program Representative responsible for submitting Training Funds Reimbursement to the Council Secretary & Coordinator (secretary@sccrimestoppers.org & coordinator@sccrimestoppers.org) (if applicable)

☐ Training & Executive Committee Funds Reimbursement Request completed online by going to SCCrimeStoppers.org →Members Only →Complete Form (if applicable)

Meal Reimbursement Summary (check the meals to be reimbursed AND were NOT provided; list GSA Per Diem amount after each checkbox)

Date	Breakfast	Lunch	Dinner	Incidentals
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

South Carolina Crime Stoppers Council

Training Funds Reimbursement MASTER Cover Sheet

This cover sheet must be the FIRST page of the reimbursement packet. Submit one PDF containing this cover sheet followed by all other INDIVIDUAL packets and the required supporting documentation.

*Executive Committee & Single Person Submissions – use only the INDIVIDUAL cover sheet and NOT this one.

Program	
Training/Event	

Required Supporting Documentation (for EACH attendee)

☐ Training certificate or other proof of attendance

☐ Registration receipt showing payment

☐ Hotel receipt

☐ Mileage provided (if applicable)

☐ Mileage reimbursement calculated (miles x $.725) (if applicable)

☐ Airline receipt (if applicable)

☐ Car rental receipt (if applicable)

☐ Parking receipts (if applicable)

☐ Toll receipts (if applicable)

☐ Membership Dues - SECSA/CSUSA (only one per program)

☐ Other approved receipts attached

☐ All attendees have provided their documentation to the individual submitting this reimbursement request, which includes their INDIVIDUAL cover sheet followed by their supporting documentation

☐ All INDIVIDUAL packets have been combined into ONE PDF which starts with this MASTER Cover Sheet

☐ PDF saved as: Program Name, Event Name (Ex: SECSA Conf), 1st Date of Event (MM.DD.YY)

Ex: Greenville, SECSA Conf, 6.7.11

☐ Program Representative responsible for submitting Training Funds Reimbursements is emailing the reimbursement packet to the Council Secretary & Coordinator (secretary@sccrimestoppers.org & coordinator@sccrimestoppers.org)

☐ Training & Executive Committee Funds Reimbursement Request completed online for EACH attendee by going to SCCrimeStoppers.org →Members Only →Complete Form

Training Funds Reimbursement – HOW TO Outline

1st Steps:

- Get Organized – Create folder for saving files, documents, certificates, & receipts
- Register for Training – Save registration receipt
- Book hotel room – Receipt is usually emailed upon checkout – Save receipt
- Book flight and/or rent a vehicle – Save receipts
- Parking or Taxi/Uber/Lyft – Save receipts
- Incidentals – Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships
- Track purchased meals that are covered – Save receipt amount only if less than the per diem rate (rarely happens)
- Driving – Track total mileage from residence to location, location to residence (lookup using Googlemaps) – Fuel receipts not required
- Annual membership dues – Save receipt (only one person can claim expense)

Following Training Event:

- Training Certificate – Save electronic copy
- Gather all other supporting documents
- Review Training Funds Reimbursement INDIVIDUAL Cover Sheet
- Checkoff items to be included in the packet
- Create 1 PDF starting with INDIVIDUAL Cover Sheet, followed by supporting documents in the order they appear on the cover sheet
- Save PDF using the format as indicated on the cover sheet
- Complete online Training & Executive Committee Funds Reimbursement Request OR allow your Program Representative to complete the online request (Depends on how your program wants to handle the online requests)

Are you the only person that attended the training AND/OR are you a member of Exec Committee?

- Yes – Email packet to Secretary AND Coordinator using sccrimestoppers.org emails OR allow your Program Representative to submit the email (Depends on how your program wants to handle this part of the process)
- No – Send packet to your program representative that handles the reimbursement request process

Are you the Program Representative that handles the reimbursement request process?

- Yes – Gather all INDIVIDUAL packets and complete the Training Funds Reimbursement MASTER Cover Sheet → Verify all packets are complete and include accurate data → Combine all packets into 1 PDF starting with the MASTER Cover Sheet → Save PDF as indicated on the MASTER Cover Sheet
- No – Send packet to your program representative that handles the reimbursement request process

DETAILS MATTER

- Do NOT round up – Use exact figures – Figures submitted online should match figures listed in the supporting documents – Do NOT submit requests until all supporting documents are gathered