



## 2026 Training Funds & Council Executive Committee Funds Reimbursement Guidelines

### **TRAINING FUNDS**

Each Crime Stoppers Program may apply for training funds annually in the amount determined by the Training Funds Matrix. The Matrix criteria is intended to encourage programs to adhere to industry standards and stay up to date with best practices through continued training. It also promotes involvement with the Council and SECSA/CSUSA.

To qualify for the requested funds, the Crime Stoppers Program must meet the following criteria:

- A member of the Council and Council certified program for at least 6 months preceding the request (AND)
- A current member of the Council and current Council certified program at the time of the request

### **COUNCIL EXECUTIVE COMMITTEE FUNDS**

The Council Executive Committee members are eligible for annual reimbursement of expenses incurred while fulfilling their duties. To qualify for reimbursement, the requester must meet the following criteria at the time of the listed event:

1. Be a duly elected member of the Council Executive Committee AND
2. Local Crime Stoppers program is a current member of the Council AND
3. Attended 3 of the last 4 Council meetings OR
4. Attended the majority of Council meetings during the year of the listed event AND
5. The application must be submitted during the calendar year of listed event

**One designated board member of the Crime Stoppers Program OR the Council Executive Committee Member should complete this application **ONLINE** at <https://sccrimestoppers.org/members-only>. Submit supporting documents to [coordinator@sccrimestoppers.org](mailto:coordinator@sccrimestoppers.org) and [secretary@sccrimestoppers.org](mailto:secretary@sccrimestoppers.org). (Ex: Training Certificate, Registration Receipt, Membership Dues Receipt, Hotel Receipt, Parking Receipt, Incidentals Receipt(s), etc.) \*Combine documents into **ONE** pdf.**

**Crime Stoppers Program Name:** \_\_\_\_\_

**Name of Program Representative that Attended:** \_\_\_\_\_

**List Position with Local Program:** \_\_\_\_\_

**Name of Training Attended:** \_\_\_\_\_

**Training Location (city, state):** \_\_\_\_\_ **Training Date(s):** \_\_\_\_\_

COMPLETE FORM ONLINE

**Registration:** \_\_\_\_\_ **Hotel Room:** \_\_\_\_\_ **Parking:** \_\_\_\_\_ **Incidentals:** \_\_\_\_\_

**Meals:** \_\_\_\_\_ **Total Estimated Miles:** \_\_\_\_\_ **Airline Ticket:** \_\_\_\_\_ **Membership:** \_\_\_\_\_

**(2026 GSA \$.725/mile) Mileage Reimbursement:** \_\_\_\_\_ **Total Estimated Expenses:** \_\_\_\_\_

**Mailing Address to Send Reimbursement Check:** \_\_\_\_\_



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\*Include taxes & fees in cost. Utilize current GSA government rates for POV mileage reimbursement and meals & incidental expenses. Funds cannot be used for the purchase of alcohol. Complete one form per representative and training event. GSA Rates: [www.gsa.gov](http://www.gsa.gov)

\***TRAINING FUNDS** shall be paid to the Local Crime Stoppers program upon approval of reimbursement. The program shall disperse the funds to the program representative(s) that incurred the expenses, if applicable.

\***COUNCIL EXECUTIVE COMMITTEE FUNDS** shall be paid to the Executive Committee Member upon approval by the Funds Allocation Committee, Shakita Davis and Fay Gibson.

\*Reference the 2025 Approved Training Funds and Executive Committee Funds Matrixes to determine the maximum eligible amount for your program and the Executive Committee Member.

\*The Council is NOT responsible for determining the dispersement amounts to each person within your local program. That must be determined by the local program.

### **POV Mileage Reimbursement:**

Personal Operating Vehicle (effective 1/1/2026): \$.725/mile

\*Mileage to/from SC Crime Stoppers Council Meeting/Training Sessions DO apply

\*Fuel receipts are not required. Request reimbursement based on the mileage from your departure location to the destination AND the return trip.

### **Meal Reimbursement Criteria:**

2026 GSA Rates [www.gsa.gov](http://www.gsa.gov)

\*Only meals not provided during training. Reference below for qualifying meal.

\*Meal reimbursement is available only for training that included overnight travel.

\*Receipts are not required. Request reimbursement for ONLY the qualifying meals you purchased AND the meal was not offered in connection to the training.

#### **Breakfast**

Depart **before** 6:30 a.m.  
and return **after** 11:00 a.m.

#### **Lunch**

Depart **before** 11:00 a.m.  
and return **after** 1:30 p.m.

#### **Supper**

Depart **before** 5:15 p.m.  
and return **after** 8:30 p.m.



**2026 Training Funds & Council Executive Committee Funds  
Reimbursement Guidelines**

**Total Council Executive Committee Reimbursement Allowed**

**Council Bylaws**

**Section 3: Executive Committee:**

There shall be an Executive Committee composed of the four (4) officers and at least one (1) additional Director, elected following nominations from the floor at the first regular Board meeting following the annual meeting. Should a (non-officer) vacancy occur during the year, the Nominating Committee may, after obtaining consent of a candidate, place that candidate in nomination at the next regular Board meeting. A plurality vote shall elect. The elected person shall serve on the Executive Committee until the close of the next annual meeting.

The Executive Committee, in an emergency, shall have all of the powers of the Board between meetings, except the power to approve expenditures in excess of \$1,000.00, to amend these Bylaws, remove a member from the Board of Directors, or to dissolve the Council. Meetings may be called by the President or by any two (2) members of the committee and three (3) members shall constitute a quorum. Actions taken by the Executive Committee must be no less than three (3) affirmative votes.

- Allocated funds are non-transferable across calendar years.
- Unused funds at the end of the year will revert to the general operating budget of the Council and will be used for other training or operational expenses.
- The following shows the total reimbursement allowed for each Executive Committee member.
- Itemized values are merely examples
- Total reimbursement amount will be prorated if member fills a vacancy within the calendar year based on the quarter they assume the position.  
(1<sup>st</sup> Qtr: 100%, 2<sup>nd</sup> Qtr: 75%, 3<sup>rd</sup> Qtr: 50%, 4<sup>th</sup> Qtr: 25%)

Estimated Breakdown of Expenses – Example

	<b>President</b>	<b>V. President</b>	<b>Secretary</b>	<b>Treasurer</b>	<b>Member at Large</b>
Airline/Mileage	\$1,400	\$1,300	\$1,100	\$1,000	\$1,000
Registrations	\$1,000	\$1,000	\$300	\$300	\$300
Hotel Room	\$900	\$900	\$500	\$500	\$500
Parking Fees	\$100	\$100	\$100	\$100	\$100
Meals	\$300	\$300	\$300	\$300	\$300
<b>Total Reimbursement</b>	<b>\$3,700</b>	<b>\$3,600</b>	<b>\$2,300</b>	<b>\$2,200</b>	<b>\$2,200</b>

Total Allocation of Funds from the Council Annual Budget to Executive Committee **\$14,000**