



## 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 attending training during the fiscal year (a sample "Letter of Intent" is also attached to this document).

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 April 15<sup>th</sup>, 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:
  - **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 not acceptable for reimbursement.
  - **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'.
    - 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 not 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 trainees 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 not acceptable for reimbursement.
- **Meals:**
  - Meals are reimbursable at the rates listed in the MOU.
  - Please reference trip start / end times (accessible on the Marine Law Enforcement Training Program MOU [webpage](#)) to determine allowable meal expenses.
  - Meals will not be reimbursed if expenses are incurred within 50 miles of the personnel'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](mailto: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, 2021**, between  
2 California State Parks, Division of Boating and Waterways (DBW) and the  
3 San Bernardino County Sheriff's Department. 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 personnel 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 having received  
15 prior approval from DBW will not be reimbursed.
- 16 C) Agencies will request reimbursement only for those personnel whose duty  
17 assignments are directly related to the enforcement of federal, state, and  
18 local laws for the regulation of boating safety and enforcement activities.
- 19 D) All personnel eligible for reimbursement must have legal authority to  
20 issue citations and have arrest authority for violations of boating law,  
21 regulations, and ordinances. Personnel's legal authority was granted  
22 by Sheriff Shannon D. Dicus pursuant to California Penal Code  
23 section 830, 830.1 Govt. Code Section 24101 and Harbors and Navigation Code Section 663 et seq.
- 24 E) Request for reimbursement shall occur within 45 calendar days following  
25 any completed training. Delinquent claims for reimbursement shall be  
26 denied.
- 27 F) Reimbursement requests are required to include the following:
  - 28 1) A cover letter indicating the agency requesting the reimbursement, the  
29 amount of requested reimbursement, and the name, date, and location  
30 of the training session attended.
  - 31 2) A Marine Law Enforcement Training Program Travel Expense



65 plus tax.

66 F) The City of Santa Monica:

67 Actual lodging expense, supported by a receipt, up to \$150 per night,

68 plus tax.

69 G) The City of San Francisco:

70 Actual lodging expense, supported by a receipt, up to \$250 per night,

71 plus tax.

72 Meals:

73	Breakfast	\$7.00
74	Lunch	\$11.00
75	Dinner	\$23.00

76 Car Rental:

77	Daily Rate	\$36.06 + fees and taxes
78	Weekly Rate	\$144.24 + fees and taxes

79 Mileage Reimbursement Rate:

80	Per mile	\$0.56
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\*Reimbursement rates are subject to change without notice. Reimbursements will be made at the most current State rate at the time training was completed. Current State rates are posted on the Marine Law Enforcement Training Program MOU [webpage](#).

San Bernardino County Sheriff's Dept.

Agency Name

DBW Training Coordinator

Curt Hagman, Chairman-Board of Supervisors

Authorized Signature

Date

Date