

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Training Reimbursement		CHAPTER/SECTION NO.: 23.3	
EFFECTIVE DATE: 12/11/01		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> SHERIFF	
STANDARD NUMBER: 33.1.3			

23.3 Policy

23.3.1 When an employee is selected to attend a Officially approved school or training, the following expenses are reimbursable:

- A. Transportation costs.
 - 1. Airfare to/from the school/training.
 - 2. Use of a Office vehicle and operating expenses.
 - 3. Payment of mileage at the current county rate when use of a privately owned vehicle is pre-authorized.
- B. County authorized per diem.
- C. County authorized lodging expenses.
- D. County authorized tuition, fees, (except college credit or out-of-state tuition, unless approved through reimbursement process) and books.
- E. Additional expenses may be provided depending upon the peculiarities of the school and the nature of the expenses incurred, if approved by the SHERIFF.
- F. See also chapter/section 16.1.3.