



**ATTENTION:** Chiefs and Sheriffs, the following instructions must be adhered to for timely processing of claims and to avoid loss of reimbursement. Submit claim upon completion of course. Do not hold until the end of the fiscal year.

### **INSTRUCTIONS FOR COMPLETING THIS FORM “B”**

1. Form must be submitted **promptly** after a course has been completed.
2. Submit original. Original ink signatures required. No stamped copies.
3. Check and re-check your calculations. Make certain they are correct.
4. Tuition costs differ from facility to facility and from commuter rate to in-residence rate. Select proper tuition.
5. Food and lodging are usually provided as a part of the registration fee for in-residence student.
6. Costs which are underwritten by funds from **any** other sources are **not** to be included as part of this claim.
7. Claims for meals are not to exceed state allowances: \$5.50 for breakfast; \$5.50 for lunch; \$17.00 for dinner. Total of \$28.00.
8. Lodging not to exceed \$155.00 per day, plus tax, for Cook County; \$80.00 per day, plus tax, for DuPage, Kane, Lake, McHenry and Will Counties; \$70.00 per day, plus tax, for Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell and Winnebago Counties; and \$60.00 per day, plus tax, for all other counties.
9. Lodging receipts are required (not meal receipts) and should be submitted as an attachment to the claim form.
10. Transportation costs: Maximum of 51 cents per mile, or actual bus or train fares where this does not exceed mileage cost via auto.
11. Mileage is a vehicle service allowance, not an individual allowance for each officer. Car pools should be used where feasible.
12. Daily round trip mileage allowed for commuter students except those who live in same city where training is given.
13. One round trip only allowed for in-residence student when tuition fee includes food and housing on a 7 day-a-week basis.

Payments will be made in accordance to the Police Training Act (Ill. Rev. Statues 705/9).

**ALL CLAIMS FOR TRAINING COMPLETED DURING THE FISCAL YEAR  
(JULY 1st to JUNE 30th)  
MUST BE RECEIVED AT THE BOARD'S OFFICE NO LATER THAN  
JULY 15th EACH YEAR.**

**CLAIMS RECEIVED AFTER JULY 15th WILL  
NOT BE AUTHORIZED FOR REIMBURSEMENT**