

COMMONWEALTH OF PENNSYLVANIA		FOR COMMISSION USE	
REQUEST FOR REIMBURSEMENT UNDER ACT 120, 1974 MUNICIPAL POLICE OFFICERS' EDUCATION & TRAINING COMMISSION 8002 Bretz Drive, Harrisburg, PA 17112-9748 www.mpoetc.state.pa.us		Fund _____ G.L. _____	
		CC _____ Vendor # _____	
NAME OF POLITICAL SUBDIVISION	FEDERAL I.D. NUMBER	Approval _____ Date _____	
Refer to the BLOCK INSTRUCTIONS prior to completing this form.			
OFFICER'S NAME	OFFICER'S SOCIAL SECURITY NO.	OFFICER'S ADDRESS	
DATE OF HIRE (MM-DD-YR)	IS OFFICER EMPLOYED (CHECK ONE) <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME		
POLICE DEPARTMENT	E-MAIL ADDRESS (IF APPLICABLE)	POLICE DEPT TEL NO. (INC AREA CODE)	
POLICE DEPARTMENT ADDRESS			
NAME OF SCHOOL ATTENDED	DATES OF SCHOOL ATTENDED	FROM	TO
1. SALARY			
60% TOTAL NO. OF BASIC TRAINING HOURS ATTENDED _____ X HOURLY RATE _____ = \$ _____			
IF YOU HAVE RECEIVED ANY FEDERAL GRANTS TO PAY SALARY INSERT THAT AMOUNT		- \$ _____	
		SUBTOTAL \$ _____	
MULTIPLY SUBTOTAL BY REIMBURSABLE RATE		X .60	
TOTAL SALARY REIMBURSEMENT REQUESTED →		\$ _____	
2. TUITION* WAS DIRECT PAYMENT AUTHORIZED? <input type="checkbox"/> YES - Enter Zero <input type="checkbox"/> NO - Enter amount & attach copy of check.		\$ _____	
3. TRAVEL* BY MOTOR VEHICLE _____ @ _____ + _____ x _____		\$ _____	
MILES/TRIP RATE P/MILE OTHER (TOLLS, ETC.) NO. OF TRIPS			
4. LODGING* HOTEL NAME _____ AND LOCATION _____		\$ _____	
FOR _____ NIGHTS @ \$ _____ PER NIGHT		\$ _____	
5. SUBSISTENCE* OFFICER ATTENDED SCHOOL AS A (Complete one)		\$ _____	
<input type="checkbox"/> RESIDENT FOR _____ DAYS <input type="checkbox"/> COMMUTER FOR _____ DAYS			
* Attach copy of check		TOTAL REIMBURSEMENT CLAIMED →	
		\$ _____	
WARNING			
I/We hereby certify that the information and statements contained in this application are true and correct, and that I am/we are signing this document with the full understanding that any false information or statement will subject me/us to the criminal penalties of 18 Pa. C.S. §4904, relating to unsworn falsification to authorities.			
POLITICAL SUBDIVISION CERTIFICATION			
NAME OF POLITICAL SUBDIVISION	ADDRESS AND ZIP CODE	TELEPHONE NO. (INCLUDE AREA CODE)	
SIGNATURE (HEAD OF POLITICAL SUBDIVISION)	DATE	TYPE OR PRINT NAME & TITLE	
SIGNATURE (CHIEF OF POLICE)	DATE	TYPE OR PRINT NAME	

POLICE OFFICER CERTIFICATION

I HEREBY CERTIFY THAT I HAVE RECEIVED PAYMENT IN FULL FOR SALARY AND ALL EXPENSES AS SHOWN EXCEPT THE COST OF TUITION AND USE OF A MUNICIPAL VEHICLE. I HAVE READ AND UNDERSTAND THE ABOVE WARNING.

SIGNATURE OF OFFICER

SOCIAL SECURITY NO.

COMMONWEALTH OF PENNSYLVANIA
**MUNICIPAL POLICE OFFICERS'
EDUCATION & TRAINING COMMISSION**
8002 BRETZ DRIVE
HARRISBURG, PA 17112

**INSTRUCTIONS FOR COMPLETING THE REQUEST FOR REIMBURSEMENT UNDER ACT 120, 1974
FORM MP 8-310**

GENERAL

1. All payments to both the officer and the school must be paid in full prior to completing the Request for Reimbursement under Act 120, 1974.
2. A copy of all cancelled checks and payroll vouchers must accompany Form MP 8-310.
3. All requests to obtain reimbursement for a municipal police officer attending a MPOETC-certified school must be submitted by completing Form MP 8-310 in one original with ALL ORIGINAL SIGNATURES ONLY.
4. For MP 8-310 must be submitted to the above address within 120 days after completion of training. Requests received after 120 days WILL NOT BE HONORED.
5. All blocks on Form MP 8-310 must be completed in full or the request will be rejected.
6. Form MP 8-310 must be printed with ballpoint pen or typewritten.
7. Miscellaneous items such as uniforms, ammunition, leather, gym suits, athletic shoes, etc. are NOT reimbursable items.

BLOCK INSTRUCTIONS

1. **SALARY:** All police officers must be paid 100% of salary while attending a certified school. The Municipal Police Officers' Education & Training Commission shall reimburse the political subdivision 60% of the salary. Payment is predicated on attendance not to exceed the mandated basic training course. The following personnel costs DO NOT QUALIFY for reimbursement -- overtime, absence from classes, commuting time, payroll benefits, or other FUNDS RECEIVED FROM ANY FEDERAL OR STATE AGENCY. If any Federal funds were received to pay salary for basic training, this amount must be calculated and deducted from the amount requested for salary reimbursement from MPOETC (i.e., if your municipality's total salary reimbursement for a new police officer was \$3,000 and you received Federal funding for \$2,000 -- MPOETC will reimburse the political subdivision 60% of the \$1,000 difference actually paid with local funds).
2. **TUITION:** 100% of tuition is reimbursable. If your political subdivision authorized the Commission to make direct payment to the school, DO NOT enter any amount in the Tuition Block, enter "zero." If your municipality paid the school, insert the cost, and attach a copy of the cancelled check. As of January 1, 2001, all textbooks are included in the tuition.
3. **TRAVEL:** Effective July 1, 2008, mileage is reimbursable at a maximum rate of .585 cents per mile from residence or Department location, whichever is nearest to the certified school. Effective November 1, 2000, toll receipts are required if \$35.00 or more per trip. If the officer used a personal vehicle, a copy of all cancelled checks verifying payment to the officer must be submitted with Form MP 8-310. If a police department vehicle is used, no receipt is required.
4. **LODGING:** See attached Management Directive 230.10 for reimbursement of lodging expenses per city and county locations. Copies of checks in the amount of the claim for lodging must be submitted with Form SP 8-310.
5. **SUBSISTENCE:** See attached Management Directive 230.15 for reimbursement of meals per city and county locations. A copy of all checks in the amount of the claim must be submitted with Form SP 8-310. Please note that commuters will be reimbursed up to \$8.00 per day for lunch if attending a school in an area not designated as a high cost area. Lunch reimbursement for high cost areas will be reimbursed at the appropriate partial day allowance.

MANAGEMENT DIRECTIVE
230.10 Amended
February 15, 2007

Permissible Lodging Expenses

The per night lodging rate allowances listed below are to be used by employees authorized to incur overnight lodging expenses within Pennsylvania.

City Location	County	Allowance
Beaver Falls	Beaver	\$100 plus tax
Burlington, NJ	Burlington, NJ	\$100 plus tax
Butler	Butler	\$100 plus tax
Camden, NJ	Camden, NJ	\$100 plus tax
Chester/Radnor	Delaware	\$100 plus tax
Greensburg	Westmoreland	\$100 plus tax
King of Prussia/Fort Washington	Montgomery	\$100 plus tax
Kittanning	Armstrong	\$100 plus tax
Philadelphia	Philadelphia	\$100 plus tax
Pittsburgh	Allegheny	\$100 plus tax
Valley Forge/Malvern	Chester	\$100 plus tax
Washington	Washington	\$100 plus tax
Woodbury, NJ	Gloucester, NJ	\$100 plus tax
All other locations	PA/U.S.	\$75 plus tax

MANAGEMENT DIRECTIVE
230.15 Amended
March 29, 2007

PENNSYLVANIA

CONUS Cities	County and/or Other Defined Location	Maximum Daily Subsistence Allowance	Partial Day Allowance
Allentown/Easton	Lehigh	\$41.00	\$10.25
Bethlehem	Northampton	\$41.00	\$10.25
Chambersburg	Franklin	\$41.00	\$10.25
Chester/Radnor/ Essington	Delaware	\$41.00	\$10.25
Gettysburg	Adams	\$51.00	\$12.75
Harrisburg/Hershey	Dauphin	\$41.00	\$10.25
King of Prussia	Montgomery	\$56.00	\$14.00
Lancaster	Lancaster	\$46.00	\$11.50
Malvern/Frazer/ Berwyn/Phoenixville	Chester	\$46.00	\$11.50
Mechanicsburg	Cumberland	\$51.00	\$12.75
Philadelphia	Philadelphia	\$61.00	\$15.25
Pittsburgh	Allegheny	\$51.00	\$12.75
Reading	Berks	\$41.00	\$10.25
State College	Centre	\$41.00	\$10.25
Warminster	Bucks	\$56.00	\$14.00
All Pennsylvania Locations not identified above		\$36.00	\$ 9.00