

New York State Task Force Two

Standard Operating Procedure

Subject: Reimbursement Policy

Section: 100 General

Procedure # 104

Date: 24 August 2015

Revised:

Purpose – This SOP outlines the procedure to be utilized by career departments to receive reimbursement for the costs associated with providing back fills for NY-TF2 team members while performing official NY-TF2 team functions.

Eligible expenses – Expenses eligible for reimbursement are personnel costs incurred by the municipality to back fill a team member who is attending an authorized activity as a member of NY-TF2 during the member’s regular work shift.

Authorized Activity – For the purposes of this SOP, authorized activities are one of the following:

- Team activation or deployment

- A training course which the member is required to attend based upon his or her team position assignment

Reimbursement Request Procedures

Team Activation or Deployment

Career Departments who have team members responding to a deployment or activation shall track the specific dates and times that the team member is deployed with NY-TF2 and unable to cover his regular work shift. Within 30 days after the deployment, a Department shall submit a Request for Reimbursement form and a completed Claim Form Pay Voucher to the Special Operations Branch. Branch personnel will verify the team member’s participation during the deployment. If the claim is verified, it will be approved and processed for payment.

Training

Team member and a management representative from their dept shall complete the “Request for Reimbursement” Form and submit this form to the Special Operations Branch. (at least one week prior to the date that the training is scheduled)

Staff from the Special operations Branch will verify that the training in question is an authorized activity and advise the member and FD management representative of approval or denial. A copy of the approved form will be provided to the Department management representative

Denials will be issued if:

- Class is not required for member’s assigned position

- Request form is not completed

- Date and time in question do not conflict with members normal work schedule

Upon completion of training, the department shall submit a copy of the approved Request for Reimbursement form along with a completed claim form to OFPC Special Operations Branch for processing. Samples of each form are attached.

Authority

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