



DEPARTMENT OF PARKS AND RECREATION

Division of Boating and Waterways  
715 P Street  
Sacramento, CA 95814

Armando Quintero, Director

## 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 June 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.
    - 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.
  - 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 for breakfast and lunch are *not* required.
  - Meal receipts for dinner (\$25 or greater) *are* 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) 902-8786 or [brian.carroll@parks.ca.gov](mailto:brian.carroll@parks.ca.gov). The completed MOU and Letter of Intent should be saved as a PDF, scanned, and emailed to [brian.carroll@parks.ca.gov](mailto:brian.carroll@parks.ca.gov).

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on **July 1, 2023**, between California State Parks, Division of Boating and Waterways (DBW) and \_\_\_\_\_  
\_\_\_\_\_. Federal assistance is authorized by Chapter 131 of Title 46 of the United States Code (formally referred to as the Federal Boating Safety Act of 1971) for training personnel in skills related to boating safety and to the enforcement of boating safety laws and regulations. DBW will reimburse local government agencies with federal monies for allowable transportation, lodging, and meal expenses incurred by their personnel while attending DBW courses. In order to receive reimbursement, personnel must receive a certificate of completion issued by DBW. Agencies entering into DBW's Marine Law Enforcement Training Program MOU acknowledge and agree to the following:

- A) DBW's training budget fluctuates between state fiscal years and reimbursement of funds for the successful completion of DBW courses are contingent upon the availability of those funds.
- B) Agencies will request reimbursement only for those personnel whose duties are directly related to the enforcement of federal, state, and local laws for the regulation of boating safety and enforcement activities.
- C) All personnel eligible for reimbursement must have legal authority to issue citations and have arrest authority for violations of boating law, regulations, and ordinances. This legal authority was granted to the personnel by \_\_\_\_\_ pursuant to California Penal Code section \_\_\_\_\_.
- D) Request for reimbursement shall occur within 45 calendar days following the successful completion and certification of a DBW course. Delinquent claims for reimbursement shall be denied.
- E) Reimbursement requests are required to include the following:
  - 1) A cover letter indicating the name of the agency requesting reimbursement, the amount requested for reimbursement, the name(s) of personnel who attended, and the name, date, and location of the course.
  - 2) A Marine Law Enforcement Training Program Travel Expense Worksheet (DPR form 210) with signatures from the personnel who attended the training and the supervisor who authorized the travel expense claim.
  - 3) A copy of the signed MOU between the Division and the agency.

F) This MOU will terminate **June 30, 2024**. It shall be the agency's responsibility to ensure that all claims for reimbursement are **received** by DBW no later 45 days after completion of training or June 15, 2024, whichever comes first. If a training occurs on or after June 15, 2024, the invoice may be paid after July 1 of the next state fiscal year depending on available funding.

G) Reimbursements will be made at the current state rate when the training was completed. Current state rates can be found on the Marine Law Enforcement Training Program MOU [webpage](#). Reimbursement rates are subject to change without notice.

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
DBW

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Sample Letter of Intent

(This letter must be on your Agency Letterhead)

(Date)

California Department of Parks & Recreation  
Division of Boating and Waterways  
Attn: Brian Carroll, Training Coordinator  
P.O. Box 942896, Administration, Floor 12  
Sacramento, CA 94296

Mr. Carroll,

The (agency name) intends to request reimbursement in the amount of approximately (\$) during FY '23 (July 1, 2023 – June 30, 2024). This represents our best estimate to send (#) officers to the (name of training course).

Enclosed is a copy of the Marine Law Enforcement Training Program Reimbursement MOU signed by an authorized officer of (name of agency).

If you have any questions, please call (your name) at (phone number with area code) or email at (your email).

Sincerely,

(Your name)  
(Title)

## Sample Letter Requesting Reimbursement

(This letter must be on your Agency Letterhead)

(Date)

California Department of Parks & Recreation  
Division of Boating and Waterways  
Attn: Brian Carroll, Training Coordinator  
P.O. Box 942896, Administration, Floor 12  
Sacramento, CA 94296

Mr. Carroll,

Please reimburse the (agency name) in the amount of (total amount) for actual expenses incurred while attending (name of class) in (location) from (date to date).

Enclosed is a copy of the Marine Law Enforcement Training Program Reimbursement MOU signed by an authorized officer of (name of agency). Also, enclosed is an original signed travel expense claim for each personnel along with required receipts.

If you have any questions regarding this claim, please call (your name) at (phone number with area code) or email at (your email).

Sincerely,

(Your name)  
(Title)

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Agency Name

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DBW

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Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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