

Reimbursement Requirement Reminders

For Class Reimbursements:

Students must be on their MABAS Divisions related Specialty Team Training Roster in CIMS 3.0 at least six (6) weeks prior to the start of class. **Be sure to your Deployable and Training Roster eligible members are entered into CIMS 3.0!**

Reimbursement requests **MUST BE submitted to MABAS within 30 days after completion of the course.**

The request must include a coversheet on **Department Letterhead**, signed by the Chief of Department, with a listing of the **student and backfill personnel's standard and overtime pay rates.**

The **Reimbursement Request for Overtime/Backfill** form must be included and filled out including the student and any backfill personnel;

The maximum rate per hour for reimbursement is **\$58.00**

Only the number of hours spent in class is reimbursable. This includes the **total hours** paid out to the student and/or back fill personnel.

MABAS does not reimburse course tuition.

Lodging reimbursement is based on double occupancy, and the class must be **more than 50 miles** from the sponsoring department. The reimbursement rate for lodging is available on the Illinois Department of Central Management Services website under 'Preferred Hotel Listing' <https://cms.illinois.gov/employees/travel/preferredhotel.html>

NOTE: 'AirBRB style' lodging is NOT reimbursable!

The student **must pass** the course to be eligible for reimbursement.

The student is eligible for a re-test twice within a year of course completion.
Re-tests must be administered by the IFSI.

Please email any questions or **Class reimbursements** to overtimereimbursement@mabas-il.org

Exercise reimbursements should be emailed to Michael Graves at graves@mabas-il.org

Deployment reimbursements should be mailed to deployment@mabas-il.org