

Attachment 2

2023-24 COVER FORM

DRUG RECOGNITION EXPERT (DRE) TRAINING

Please submit the following cover form and all corresponding receipts related to travel expenses for **Stage 2 (Field Certification)** training to SafetyPlanning@ontario.ca within **30 days** after completing the training.

Police Service:

Stage 2 Field Certification course date:

Number of students (passed only):

Name of students (passed only):

(tab to add a line)

Please complete the table below outlining the total reimbursement request in **Canadian \$**.

Item	Total Expenses (combined for all students)	Corresponding Numbered Receipt(s)
Accommodation	\$	
Meals	\$	
Travel (e.g. air fare, shuttle, taxi)	\$	
COVID related expenses (e.g. officer testing, accommodations/ meals due to quarantine)		
Total =	\$	

Note:

- Please ensure that all receipts are clearly **numbered or labelled** for each of the above categories to ensure that the ministry can easily reference documents and calculate totals.
- Reimbursement will be issued upon receipt of all required documents to the ministry. **The ministry will not process payments if required documentation is incomplete.**
- Only student expenses related to **Stage 2 (Field Certification)** are eligible for reimbursement.
 - o The ministry will reimburse police services up to a maximum of **\$2,350.00 (CAD)** per student for travel, meals and accommodation expenses during the Field Certification portion of the training.
 - o Expenses also include COVID-related expenditures: officer testing, accommodations/meals due to quarantine.
 - o The ministry will only reimburse expenses for students who **passed** Field Certification test.
 - o Note:
 - Expenses for students who did not pass the training are not eligible for reimbursement.
 - Salary and overtime costs are also not eligible for reimbursement.