



Commission on Peace Officer Standards and Training

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Subject: POST Launches Automated Paperless Training Reimbursement Requests (eTRRs)

POST will launch a new system allowing Agency EDI operators to submit Training Reimbursement Requests (TRRs) online through a paperless process. POST has successfully tested the system internally for several months. This enhancement will eliminate the need for paper TRR forms, ink signatures, and mailing claims through the US Mail. The new eTRR process is expected to simplify and speed up reimbursement filing, reduce staff effort at both Agencies and POST, and reduce costs associated with preparing, printing, and mailing TRRs.

The new eTRR system is built into EDI, and requires no setup for use. Authorized EDI operators will find the new application under the "Reimbursement" menu, and may view and submit pending reimbursement requests as shown below:

The screenshot shows the POST EDI web application interface. At the top, there is a navigation menu with options: Home, Personnel, Certificates, Reimbursement (highlighted), Reports, SBSLI, CPRA, and Contact Us. The user is logged in as mjenkins, AGENCY RIVER CITY PD. The main content area is titled "Training Reimbursement Request (TRR)" and includes the following information:

- Agency: RIVER CITY PD (57000)
- Course: OFFICER SAFETY/FORCE ENCOUNTERS ANALYSIS
- Fiscal Year: 2017
- Course Control Number: 1095-22419-17-007

There are several notes and instructions: "PLEASE NOTE: Not all of the trainees presented may be eligible for reimbursement. The trainees listed here are an estimate, and the more detailed reimbursements process may determine they are ineligible." and "Also, some trainees may not be eligible for reasons POST cannot determine automatically, such as training done on the officers own time. Please verify the list of trainees before submitting any Training Reimbursement Requests." A bold instruction states: "After completing this information, click the 'Submit TRR to POST' button below and the TRR will be submitted electronically to POST for processing. Do NOT mail this document to POST." A "Thank you." message follows.

The form displays a table with one entry:

Exclude this trainee	Z00-A00	SMITH, JOHN A	Save
<input type="radio"/>			

Below the table, there are four sections for selecting options:

- Trainee status:** Peace officer, Records supervisor, Dispatcher, Non-peace officer
- Resident or commuter:** Resident trainee, Commuter trainee, Leave blank
- Transportation:** Driver of vehicle, Passenger in vehicle, Other, Leave blank
- Allowance requested:** Subsistence, Commuter Lunch, Travel

The station trainee is assigned to: RIVER CITY PD. A "Submit TRR to POST" button is visible, along with an "Incomplete" status indicator. At the bottom, there is an "Add Trainee" button and a note: "* If you don't see a trainee from your agency that has completed this course presentation, you may add them to this list by clicking 'Add Trainee' below." The footer contains links to the POST Website, Learning Portal, Course Catalog, and EDI Application, along with a "top" button.

Agencies claiming POST reimbursement should transition to the new eTRR process by 7/1/2019. During the transitional period, POST will accept and process both paper TRRs and eTRRs, however eTRRs submitted electronically will receive priority in processing. Reimbursement requests during the transition may be made via electronic eTRR or paper, but not both. After the transition period ends on 7/1/2019, POST will discontinue the paper process entirely.

[POST has created a video tutorial that may be accessed from the "Reimbursement" menu within EDI.](#) Additional requests for support, after review of the tutorial, may be directed to the [POST EDI Help Desk](#) at (916) 227-4357, or toll-free at (877) 275-5872.

Questions related to reimbursements in general may be directed to the POST Accounting Manager, [Larissa Frees](#) at (916) 227-3907.

Feedback related to the eTRR system's function or performance may be directed to [Colin O'Keefe](#), POST Computer Services Bureau Chief at (916) 227-4804.

MANUEL ALVAREZ, JR.
Executive Director

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