

CHAPTER 6
REIMBURSABLE SERVICES
REVISED AUGUST 2025
TABLE OF CONTENTS

<u>PURPOSE</u>	6-3
<u>AUTHORITY</u>	6-3
<u>POLICY</u>	6-3
Indemnification Clause	6-4
Cancellation With Less Than 24 Hours' Notice	6-6
<u>REIMBURSABLE SERVICES MORE THAN \$50,000</u>	6-6
<u>REIMBURSABLE SERVICES MORE THAN 90 DAYS</u>	6-6
<u>REIMBURSABLE SERVICES \$50,000 OR LESS</u>	6-6
<u>REIMBURSABLE SERVICES \$50,000 OR LESS FOR MOTION/FILM PICTURE</u>	6-7
<u>REIMBURSABLE SERVICE CONTRACTS NOT PROCESSED BY</u> <u> CONTRACT SERVICES UNIT</u>	6-7
<u>CONTRACTING WITH A LOCAL GOVERNMENT ENTITY OR PUBLIC BODY</u>	6-7
<u>ESTIMATING COST</u>	6-7
<u>LOCAL REGULATIONS</u>	6-8
<u>REQUESTING REIMBURSABLE SPECIAL PROJECT CODES</u>	6-8
<u>BILLING FOR SERVICES</u>	6-8
<u>FILE DOCUMENTATION</u>	6-9
For a CHP 78R, Reimbursable Services Contract Request.....	6-9
For an STD. 213, Standard Agreement	6-9
For a CHP 465, Reimbursable Letter of Agreement.....	6-9
<u>REPORTING INSTRUCTIONS FOR AN STD. 213, STANDARD AGREEMENT</u>	6-10
Reporting of Extraordinary Protective Services.....	6-11
<u>REPORTING INSTRUCTIONS FOR A CHP 465, REIMBURSABLE LETTER</u> <u> OF AGREEMENT</u>	6-11
<u>GIFTS, DONATIONS, AND GRATUITIES</u>	6-13
<u>REPORTING INSTRUCTIONS FOR CIVIL PROCEEDINGS—WITNESS</u> <u> APPEARANCE</u>	6-13
Required Reporting.....	6-13
 <u>ANNEXES</u>	
<u>A</u> – CHP 78R, REIMBURSABLE SERVICES CONTRACT REQUEST	6-15
<u>B</u> – CHP 465, REIMBURSABLE LETTER OF AGREEMENT	6-21

<u>C</u> – CHP 465, REIMBURSABLE LETTER OF AGREEMENT, \$50,000 OR LESS FOR MOTION/FILM PICTURE.....	6-25
<u>D</u> – REIMBURSABLE SERVICES CONTRACTS NOT PROCESSED BY CONTRACT SERVICES UNIT.....	6-29
<u>E</u> – INSTRUCTIONS FOR COMPLETION OF THE CHP 90, REPORT OF COURT APPEARANCE - CIVIL ACTION.....	6-31
<u>E</u> – EXAMPLE OF A COMPLETED CHP 90, REPORT OF COURT APPEARANCE - CIVIL ACTION.....	6-33

CHAPTER 6

REIMBURSABLE SERVICES

1. PURPOSE. The purpose of this chapter is to provide guidelines for those who initiate reimbursable service contract(s) (RSC), also referred to as an Agreement.

2. AUTHORITY. Pursuant to Section 2410.5 of the Vehicle Code, except as indicated in Highway Patrol Manual (HPM) 41.1, Transportation Planning Manual, Chapter 5, Transportation Management Systems, the Department, also referred to as CHP, is allowed to contract with state/federal/local government or private entities that are conducting a special event which will impose extraordinary traffic control requirements to provide supplemental law enforcement services to coordinate and direct traffic, or to provide other law enforcement services at and near the site of the special event.

3. POLICY. The Department performs traffic control or other law enforcement services on a reimbursable basis. Reimbursable services are services in which the Department is reimbursed monetarily or in exchange of consideration with monetary value for traffic control or other law enforcement services provided to a state/federal/local government, local public body, or private entity. Additionally, assistance and protective security for national, state, and foreign government officials and dignitaries shall be considered within this framework for reimbursement.

An RSC, with the exception of motion/film picture (refer to Annex C), may be negotiated between the affected command and the state/federal/local government, public body, or private entity.

- a. A contractual Agreement with a requester shall in no way reduce the normal and regular services of the Department.

- b. Personnel assigned to provide law enforcement services on a reimbursable basis shall maintain all applicable employee rights and benefits afforded to them by the Department.

- c. When a request for reimbursable services is made, the Division/Area commander shall ensure that a formal written Agreement is prepared, and all required approvals are obtained prior to any services being performed.

- d. Typically, the Department bills for reimbursable services at the current paid overtime rates. However, in the event of a reimbursable service requiring a dedicated employee (e.g., Freeway Service Patrol and Protective Services), the Department can bill for paid regular time and paid overtime on an RSC. **The RSC**

must clearly indicate how the reimbursable services are to be billed: as “paid overtime only,” or as both “paid regular time and paid overtime.”

e. Indemnification Clause. The Office of Legal Affairs suggest the following legal considerations:

(1) In any RSC, the type of indemnification clause—unilateral or mutual—will depend on whether the other party is a public entity or a private entity. In an RSC with a public entity, the Area command or Division has discretion: After weighing the risks and benefits, it may decide whether to include an indemnification clause in the agreement.

(2) In an RSC with a private entity, the Area command or Division also has discretion: It may use the template indemnification language as written in the CHP policy, or it may rely on the current boilerplate indemnification clause located in the General Terms and Conditions (GTC) at <https://www.dgs.ca.gov/ols/resources/page-content/office-of-legal-services-resources-list-folder/standard-contract-language>.

(3) Unilateral Indemnification Clause. When an RSC includes a unilateral indemnification clause, one party (the indemnitor) is obligated to defend, insure, and hold harmless the other party (the indemnitee) against any harm, and any liability resulting from that harm, that the indemnitor (or its employees and agents) may cause during performance of the RSC. Here, the indemnitee does not have corresponding obligations to the indemnitor.

(4) Mutual Indemnification Clause. When an RSC includes a mutual indemnification clause, both parties have agreed to equal and reciprocal defense and indemnity obligations.

(a) When the Department enters into an RSC with a private entity, the RSC shall include an indemnification clause. However, the Area command or Division has discretion: After considering all relevant factors, it may include the template language below, or it may rely on the current boilerplate indemnification clause located in the GTC at <https://www.dgs.ca.gov/ols/resources/page-content/office-of-legal-services-resources-list-folder/standard-contract-language>. (The GTC shall be incorporated by reference in every RSC with a private entity.) If an Area command or Division chooses to use the CHP policy template indemnification language, it shall strike the indemnification clause on the GTC, and both parties shall initial the strikeout at the time of signature. If the Area command or Division then anticipates any modifications or amendments to the template language, it shall consult with the Contract Services Unit (CSU) before initiating the RSC.

Template Indemnification Clause:

<<NAME OF PRIVATE ENTITY>> agrees, to the extent permitted by law, to indemnify CHP against and hold CHP harmless from any and all claims, demands, suits, and actions for personal injury, death, loss, and/or property damage that may arise out of or in connection with the performance of this Agreement, even though such injury, death, loss, and/or damage may be (or may be alleged to be) attributable in part to the active and/or passive negligence of CHP and/or its appointees, officers, agents, employees, and servants. <<NAME OF PRIVATE ENTITY>> agrees to defend all such claims, demands, suits, and actions against CHP and/or its appointees, officers, agents, employees, and servants, although CHP retains the right to conduct the defense at its own expense.

<<NAME OF PRIVATE ENTITY>> shall reimburse CHP for all expenses, including court costs and reasonable attorney fees, incurred by reason of such claims, demands, suits, and actions, or incurred in seeking indemnity or other recovery from <<NAME OF PRIVATE ENTITY>> thereunder.

(b) When the Department enters into an RSC with a public entity (e.g., a federal, state, or local agency), an Area command or Division should include an indemnification clause in the Agreement. However, an Area command or Division may exercise discretion in this regard. Where the decision is to include an indemnification clause, the CHP policy template language below is recommended.

Template Indemnification Clause:

Pursuant to Section 895.4 of the Government Code (GC), <<NAME OF PUBLIC ENTITY>> shall fully defend, indemnify, and hold harmless the CHP, as well as the CHP's appointees, officers, and employees, from all claims, actions, losses, liability, and expense (including reasonable attorney's fees) arising from any injury (as defined in Section 810.8 GC), but only in proportion to and to the extent such claim, action, loss, liability, and expense are caused by or result from the negligent or intentional acts or omissions of <<NAME OF PUBLIC ENTITY>>, or its appointees, officers, or employees, during the performance of this Agreement.

Neither termination nor completion of this Agreement shall release either

<<NAME OF PUBLIC ENTITY>> or the CHP from the obligations of this paragraph, so long as the claim, action, loss, expense, or liability is predicated upon an event that occurred subsequent to the effective date of this Agreement and prior to the effective date of termination or completion of this Agreement.

(c) Where a command wishes to amend the current GTC or template indemnification language in any RSC, the involved command shall prepare a CHP 78R, Reimbursable Services Contract Request, and forward it to the CSU for processing. The CSU will then forward the RSC to the Department of General Services (DGS), Office of Legal Services, for review and approval. Accordingly, any such modifications or amendments may delay the finalization of the RSC, regardless of whether the RSC is with a private or a public entity.

f. Cancellation With Less Than 24 Hours' Notice. Once negotiations have been agreed upon, the affected command will properly prepare and submit the appropriate reimbursable service request form as outlined in this chapter. Negotiations must include the Department's cancellation policy as follows:

(1) A 24-hour minimum cancellation notification will be required prior to each scheduled work service/detail. Cancellations must be made during normal CHP business hours between 0800 and 1700, Monday through Friday, excluding legal holidays. (Weekend details require notification on the Friday before, between the hours of 0800 and 1700.)

(2) If the hiring company/agency gives a cancellation notification to the Department less than 24 hours prior to the scheduled work service/detail, a short notice cancellation fee of \$150 will be charged for each CHP uniformed employee assigned, provided the CHP uniformed employee can reasonably be notified of such cancellation.

(3) If cancellation notification is made 24 hours or less prior to the scheduled detail and the assigned CHP uniformed employee(s) cannot be notified of such cancellation, a minimum of four hours overtime will be charged for each assigned uniformed employee.

4. REIMBURSABLE SERVICES MORE THAN \$50,000. For reimbursable services estimated at more than \$50,000, refer to Annex A.

5. REIMBURSABLE SERVICES MORE THAN 90 DAYS. For reimbursable services with a service period more than 90 days, refer to Annex A.

6. REIMBURSABLE SERVICES \$50,000 OR LESS. For reimbursable services estimated at \$50,000 or less, and with a service period of 90 days or less, refer to Annex B.

7. REIMBURSABLE SERVICES \$50,000 OR LESS FOR MOTION/FILM PICTURE.
For reimbursable services involving motion/film picture (movie detail), refer to Annex C.

8. REIMBURSABLE SERVICE CONTRACTS NOT PROCESSED BY CONTRACT SERVICES UNIT. For reimbursable services not processed by CSU, refer to Annex D.

9. CONTRACTING WITH A LOCAL GOVERNMENT ENTITY OR PUBLIC BODY.
When one of the contracting parties is a local government entity or other local public body, a copy of the resolution, order, motion, or ordinance of the local governing body, which by law has authority to enter into the proposed Agreement, must be obtained. This document approves and authorizes execution of the Agreement. It also states who is authorized to sign the Agreement on behalf of the governing body prior to service rendered. Obtaining a resolution will add to the preparation time frame. In order to allow for the additional preparation time, the requesting command will consult with the contracting party(ies) to determine when the governing body will be able to provide the required resolution.

10. ESTIMATING COST. When an inquiry is made concerning traffic control or other law enforcement services to be performed for which reimbursement would be claimed, the requested command shall inform the inquiring party of the rates charged for services, departmental equipment, and the cancellation policy.

a. The billing rates are sent out annually to all commands via Communications Network (Comm-Net) message from the Fiscal Management Section (FMS) and should be kept for reference.

b. To estimate the total cost of providing a reimbursable service, the estimated number of hours times the hourly billing rate must be calculated plus mileage and any other related expenses that might be incurred, such as uniform damage, equipment, or cancellation charges. Refer to the current Comm-Net message or contact FMS, Budget Services Unit, regarding billing rates.

c. Commands shall indicate on the CHP 78R applicable starting and ending shift hours for the assignment. The requesting entity is charged from the time the officer(s) leaves the Division/Area command to the time the officer(s) returns to the Division/Area command. The ending time shall be estimated based on the actual travel time to the service location.

11. LOCAL REGULATIONS. Commands shall ensure that the requester has obtained the necessary right-of-way clearances or permits. Information regarding procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information shall be made available to inquiring parties by the requested command. (Refer to HPM 82.6, Commercial Enforcement Manual.)

12. REQUESTING REIMBURSABLE SPECIAL PROJECT CODES. The reimbursable Special Projects (SP) code is assigned by the Assistant Commissioner, Field (ACF), and distributed to Division overtime coordinators, Information Management Division, and FMS, Accounts Receivable (AR). The ACF will also provide FMS, AR, with the contractor's name, Agreement number, project name, dates of services, and the command requesting the code. The respective Division overtime coordinator shall notify their commands of the reimbursable SP code to be used.

a. When processing an RSC, commands shall contact their Division overtime coordinator for a reimbursable SP code. An SP code is required by the assigned officer to be entered onto their CHP 415, Daily Field Record, to capture the overtime detail work. (Refer to HPM 10.3, Personnel Transactions Manual and HPM 100.70, Safety Services Program Manual, Chapter 2, Operational Policies and Procedures.) Examples of special projects include, but are not limited to:

- (1) A Construction/Maintenance Zone Enhanced Enforcement Programs (COZEEM/MAZEEM) detail.
- (2) A Campaign Against Marijuana Planting detail.
- (3) An Air Resources Board Inspections detail.
- (4) Traffic control for a parade or marathon.
- (5) Traffic control for Sonoma Raceway.

b. Reimbursable SP codes will not be issued unless an RSC has been approved and signed by all parties.

13. BILLING FOR SERVICES. The FMS, AR, shall issue an invoice for reimbursement of actual costs incurred for the requested services provided. Payment for invoices, with the exception of motion/film picture service detail, shall be made directly to FMS, Cashiering Unit, by the party requesting services. For billing services for motion/film picture, refer to Annex C. All billing documents shall be submitted to FMS, AR, via the SharePoint Billing Depot within ten business days after completion of the service detail.

14. FILE DOCUMENTATION.

- a. For a CHP 78R, Reimbursable Services Contract Request. The approved/signed original CHP 78R package forwarded to CSU shall be retained in an assigned CSU procurement file. A copy of the CHP 78R package shall be retained in an assigned procurement file at the respective Division or Area command for one year after the term ending date.
- b. For an STD. 213, Standard Agreement. Upon an approved STD. 213 package and signed by all parties involved, CSU shall:
- (1) Retain one signed original STD. 213 package in an assigned CSU procurement file for one year after term ending date. (If a copy of the signed original STD. 213 is not held in CSU, the Office of Primary Interest [OPI] must keep a copy of the signed original for seven years for auditing purposes.)
 - (2) Forward one signed original STD. 213 package to the contracting party(ies).
 - (3) Forward one signed copy of the STD. 213 package to the appropriate command to be filed along with the corresponding CHP 78R. The STD. 213 package is to be retained for one year after term ending date.
 - (4) Forward one signed copy of the STD. 213 package to FMS, AR.
 - (5) A copy of the original signatures by the commander and the requester on the CHP 78R are retained at the respective Division or Area command for one year after term ending date.
- c. For a CHP 465, Reimbursable Letter of Agreement. Upon an approved CHP 465 package, to include the resolution if applicable, and signed by all parties involved, the respective Division or Area command shall:
- (1) Retain the signed original CHP 465 package in an assigned procurement file for one year after term ending date.
 - (2) Forward one signed original CHP 465 package to the requester.
 - (3) Upload one signed copy of the CHP 465 package with a signed CHP 467, Billing Memorandum - Reimbursable Services, to the SharePoint Billing Depot Upload CHP 465 Docs.
 - (4) Original signatures by the commander and the requester on the CHP 465 are retained at the respective Division or Area command for one year after term ending date.

15. REPORTING INSTRUCTIONS FOR AN STD. 213, STANDARD AGREEMENT.

a. With the exception of extraordinary protective services (EPS) (refer to paragraph 15.d.) and state agencies participating in the Statewide Interagency Agreement (SIA) program (refer to Annex A 1.f.), upon completion of a service detail initiated on an STD. 213, the command shall submit to FMS, AR, the CHP 467 via SharePoint Billing Depot Upload Contract Docs.

b. Upon completion of a service detail, the Area command shall forward a copy of the CHP 467 to the appropriate Division. The CHP 467 shall include the following information:

(1) The state or local permit number if service is for a variance (wide) load.

(2) The SP code.

(3) The name and billing address of the party requesting services and the name of the person in charge of the project. The telephone number of the party requesting services should be obtained whenever possible; this will assist FMS, AR, in the collection process.

(4) The name and title of the person in charge.

(5) The date(s) of the services provided.

(6) The identification of the project/service, including the name of the movie, commercial, wide load, or special event.

(7) The location where the services were performed.

(8) The name and job classification of all CHP personnel assigned, including the number of work hours expended by each individual. Indicate if the detail includes paid regular hours and/or paid overtime hours, and if any of the assigned CHP personnel are motorcycle officers/sergeants.

(9) The state vehicle and motorcycle mileage, if applicable.

(10) The total of travel expenses incurred in accordance with respective collective bargaining Agreements and Department of Personnel Administration rules. The original CHP 262, Travel Expense Claim, shall be submitted in accordance with Chapter 2, Travel Advance and Expense Claims, of this manual, to FMS, Travel Services Unit. In addition to Chapter 2, paragraph 15.a.(1) of this manual, a copy of the CHP 262 shall be included with the CHP 467 submitted to FMS, AR.

(11) The amount of advance deposit received from a private entity. Advance deposits are not required from a state or federal entity, or if a resolution has been obtained.

(12) The reason why an advance deposit was not collected, if applicable.

(13) The damage to, if applicable, the CHP equipment or uniform(s) which were repaired or replaced at the state's expense and were directly related to the service detail.

(14) Any other expense directly related to the service detail.

c. If the services are canceled within 24 hours prior to the scheduled assignment, prepare the CHP 467 as follows:

(1) If the officer(s) were not notified of the cancellation, the memorandum should indicate the officer(s) and the hours to be charged to the requester. The requester will be charged a minimum of four hours overtime for each assigned officer.

(2) If the officer(s) were notified, the memorandum should indicate the officer(s) and the short notice cancellation fee. The requester will be charged \$150 for each assigned officer.

(3) If the services are canceled with at least 24 hours' notice and no deposit was taken, no further action is necessary. If a deposit was taken, submit a CHP 467, with comment to refund deposit, to FMS, AR.

d. Reporting of Extraordinary Protective Services. Upon completion of assignment for EPS, the command shall follow the reporting instructions as outlined in the HPM 100.70, Chapter 16, Protective Service Details, as well as submit a copy of the CHP 467, the STD. 213, and any supporting documents (e.g., CHP 312, Safety Services Program Task Order, and/or CHP 313, Safety Services Program Daily Report) along with the invoice to FMS, AR. Commands can contact FMS, AR for assistance.

16. REPORTING INSTRUCTIONS FOR A CHP 465, REIMBURSABLE LETTER OF AGREEMENT.

a. Upon completion of a service detail initiated on a CHP 465, in the following order, the command shall submit to FMS, AR, via SharePoint Billing Depot Upload CHP 465 Docs:

(1) A signed CHP 467.

- (2) A signed CHP 465.
 - (3) A copy of the CHP 169, Movie Detail Flyer, if applicable. The CHP 169 is available through the CHP Statewide Film Media Relations Officer (FMRO) located at the California Film Commission (CFC). (Refer to Annex C.)
 - (4) A copy of the CHP 251, Counter Receipt, if applicable.
 - (5) A copy of the check, if applicable.
- b. The CHP 466, Reimbursable Services Control Log (\$50,000 OR Less), shall be marked "Closed." The Area command shall forward a copy of the CHP 466 and CHP 467 to the appropriate Division.
- c. The CHP 467 shall include the information as outlined in paragraph 15.b. above. The assigned Agreement number will be cross-checked on the Division's CHP 466 by the Division coordinator.

NOTE: When reporting for a CHP 465, the assigned Agreement number is the Reimbursable Services Control Log number (R-Number), which is required for reimbursable services initiated on a CHP 465.

d. Area commands shall maintain a CHP 466 in the same manner as Division commands. Division coordinator(s) will maintain a CHP 466 for commands within their Division.

- (1) When Division approves a CHP 465, commands will:
 - (a) Log the R-Number on the CHP 169, if applicable, and on the CHP 465, CHP 466, and CHP 467.
 - (b) Account for all sequential numbers and close out the command log at the end of each fiscal year to reconcile with the Division CHP 466.
 - (c) Note on their log the date the CHP 467 package is uploaded to SharePoint Billing Depot Upload 465 Docs.
- (2) At the end of each month, commands are to forward via interoffice mail or by e-mail a copy of the command's CHP 466 to their respective Division coordinator.
 - (a) The Division coordinator(s) will check the command's CHP 466 against the copies of the CHP 467 and the Division's CHP 466 to ensure all reimbursable time has been reported for billing purposes.

(b) Division coordinator(s) shall submit their Division's CHP 466 to FMS, AR, in SharePoint Billing Depot Upload 465 Docs by the 15th of each month.

(c) The CHP 466 shall be closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 0001, except for Movie Details which will start at 1000. All sequential numbers shall be accounted for by reconciling the CHP 467 to the CHP 466. **Any sequential number not matched to a CHP 467 within 30 days shall be investigated by the Division coordinator.**

17. GIFTS, DONATIONS, AND GRATUITIES. In accordance with the CHP 18, Annual Internal Investigation Policy Review, individuals on their own behalf, on behalf of the Department, the informal squad fund, or other local command funds, shall not accept additional gifts, donations, or gratuities.

18. REPORTING INSTRUCTIONS FOR CIVIL PROCEEDINGS—WITNESS APPEARANCE.

a. Required Reporting. A CHP 90, Report of Court Appearance - Civil Action, shall be completed for each subpoena received. This includes a canceled or continued subpoena or subpoena duces tecum, and appearances before any court or tribunal. (A tribunal is defined as any person, body, arbitrator in arbitration proceedings, or a hearing officer at an administrative hearing.)

(1) The CHP 90 shall be prepared in duplicate. The original, along with the related travel expense claim and subpoena (or copy thereof) shall be submitted to FMS via upload into the Billing Depot **within 24 hours**. The duplicate shall be retained in the command file. For detailed instructions on completing the CHP 90, refer to Annex E. Refer to Annex F for an example of a completed CHP 90.

(2) If more than one appearance is required, submit a separate CHP 90 for each day. A breakdown of court time by regular hours and overtime hours is required. Partial time is to be reported in half-hour increments only.

(a) If any hours are expended beyond those required by the subpoenaing attorney(s), identify and fully explain in item 22A of the CHP 90. Examples include motions made by the court and unavailability of a courtroom.

b. A CHP 90 is not required for civil cases in which the Department is a named defendant. A subpoena is not required when an appearance is made by an employee on behalf of the Department.

THIS PAGE INTENTIONALLY LEFT BLANK

ANNEX A

CHP 78R, REIMBURSABLE SERVICES CONTRACT REQUEST

1. CHP 78R, REIMBURSABLE SERVICES CONTRACT REQUEST. The Division/Area command shall completely fill out and submit a CHP 78R for RSCs more than \$50,000 and/or services more than 90 days. Reimbursable services valued at more than \$50,000 require the Division commander or designee's approval/signature. The types of RSCs initiated on a CHP 78R include, but are not limited to:

- a. More Than \$50,000. Typically, the CSU processes the RSCs valued at more than \$50,000. However, if a command receives a request for a reimbursable service for \$50,000 or less and determines that the requested service would be best processed if initiated on a CHP 78R, the command can request the CSU to process the request regardless of the estimated dollar value. A command requesting the CSU to process an RSC for \$50,000 or less should consult with their assigned contract analyst within the CSU prior to submitting a CHP 78R.
- b. More than 90 Days. Any reimbursable service that has a service period of more than 90 days regardless of estimated dollar value.
- c. State Entities. All state entity requests regardless of estimated dollar value.
- d. Construction/Maintenance Zone Enhanced Enforcement Programs. The COZEEP/MAZEEP are programs jointly operated by the CHP and the Department of Transportation (Caltrans). The objectives are to increase the safety of motorists and construction/maintenance workers in state highway construction/maintenance project zones. The Caltrans reimburses the CHP for enhanced enforcement services. A COZEEP/MAZEEP Agreement is administrated by the Special Projects Section (SPS). (Refer to HPM 41.1 Chapter 1, Departmental Transportation Planning.)
- e. Dignitary Protection. A dignitary protection service (DPS) RSC allows the CHP to provide protective services for, but not limited to, state constitutional officer(s), (e.g., the Governor, Lieutenant Governor, Secretary of State, State Treasurer, State Controller, State Superintendent of Public Instruction, and the State Insurance Commissioner). A DPS Agreement is administrated by the Protective Section Division (PSD). (Refer to HPM 100.70, Chapter 16.)
- f. Judicial Protection. A judicial protection service (JPS) Agreement allows the CHP to provide protective services to members of the State Judiciary system. The services provided include, but are not limited to, bailiff duties, security of courtrooms, chambers, physical security procedures for individual justices as required, and other spaces of the courts. A JPS Agreement is facilitated by the PSD. (Refer to HPM 100.70, Chapter 17, Personal Security Operations.)

ANNEX A

CHP 78R, REIMBURSABLE SERVICES CONTRACT REQUEST (*continued*)

g. Safety Services Program. The CHP provides reimbursable law enforcement services to state agencies under the Safety Services Program (SSP). The services provided consist of short-term assignments, such as a one day or on an as needed basis. An SSP Agreement allows the CHP to provide protective services for, but not limited to, the services listed below. An SSP Agreement is administrated by the Emergency Operations and Safety Services Section. (Refer to HPM 100.70, Chapter 2.)

- (1) The enforcement of city, county, state, and federal statutes on state property.
- (2) The service of warrants, court orders, and other legal processes relating to state government.
- (3) Provide training, as requested, for state employees in crime prevention, emergency preparedness and reporting procedures, personal safety, and overall crime deterrence.
- (4) Provide protective services such as security standby at meetings or hearings of various types or bailiff services for the Courts of Appeal.

NOTE: It is not necessary for Division/Area commands to enter into a short-term reimbursable SSP Agreement with state agencies that are participating in the SIA program. For a list of state agencies participating in the SIA program, contact the Bureau of Security and Investigative Services. (Refer to HPM 100.70, Chapter 12, Contracts.)

h. Investigative Services. An investigative service Agreement is an agreement in which the CHP provides, on the behalf of another state agency, investigation of crimes occurring on state property. (Refer to HPM 100.70, Chapter 2.)

i. Newly Incorporated Cities. If requested by the governing body of a newly incorporated city, the CHP will continue to provide traffic law enforcement services without reimbursement during the remainder of the fiscal year of incorporation or until establishment of a police department, whichever occurs first. Generally, traffic law enforcement services will not be provided for a period more than 12 months from the date of incorporation. If unforeseen circumstances arise preventing the timely establishment of police services, the CHP will consider continuing services, provided that a **formal written reimbursable service request** is made by the city's governing body to the affected command. The affected command shall notify the Research and Planning Section (RPS), which is the OPI and will assist in

ANNEX A

CHP 78R, REIMBURSABLE SERVICES CONTRACT REQUEST (*continued*)

negotiating the RSC. The RPS shall complete a CHP 78R and submit it through its Division chain of command for approval by ACF. (Refer to HPM 100.67, Law Enforcement Assistance and Interjurisdictional Operations, Chapter 3, Traffic Law Enforcement Services/Incorporated Cities.)

j. Task Force Participation. A task force participation Agreement is a collaboration of many law enforcement agencies, including the CHP, combining their personnel, intelligence, and resources into a multiagency task force in an attempt to impact the state's crime problems. The affected command can prepare the task force participation Agreement as a Memorandum of Understanding (MOU) (refer to Annex D) and attach it to a CHP 78R to be submitted to CSU for processing.

2. PREPARATION OF A CHP 78R, REIMBURSABLE SERVICES CONTRACT REQUEST.

a. Arrangements. Arrangements may be made with the understanding that services **will not** be provided until the Agreement has received all proper documentation, approvals, and signatures.

b. Completing the CHP 78R, Reimbursable Services Contract Request. Commands shall completely fill out a CHP 78R as the form instructs. Once all approvals are acquired, the command shall submit the CHP 78R to CSU who will formalize the CHP 78R into a legally binding RSC, known as an STD. 213. The STD. 213 **must be signed by the Administrative Services Division Chief or designee**.

c. Short Notice Request. An entity requesting a service detail from a command on short notice (i.e., to start within the next few days) shall contact the CSU supervisor to request the CHP 78R be expedited.

d. Time Frame. When considering an Agreement start date, the command shall allow a minimum of **four months** (or more if a resolution is required [refer to paragraph 9.]) for CSU to process the Agreement. The four-month window begins once the completed RSC request is received in CSU. Agreements estimated to start sooner shall have proper approval from the appropriate Assistant Commissioner.

e. Contracting with Local Government Entity or Public Body. Refer to paragraph 9. of this chapter.

f. Estimating Costs. Refer to paragraph 10. of this chapter.

ANNEX A

CHP 78R, REIMBURSABLE SERVICES CONTRACT REQUEST (*continued*)

- g. Indemnification Clause. Refer to paragraph 3. of this chapter for guidance.
 - h. Local Regulations. Refer to paragraph 11. of this chapter.
3. REQUESTING REIMBURSABLE SPECIAL PROJECT CODES. Refer to paragraph 12. of this chapter.
4. MONITORING EXPENDITURES. Commands are responsible for monitoring expenditures for **all** their Agreements to ensure the Agreement total does not exceed the maximum Agreement amount.
5. AMENDMENT. If an amendment is required (i.e., add additional funds, extend term date), the command must request an amendment four months prior to the service detail ending date. Once the service detail ending date has expired, an amendment **CANNOT** be processed. Copies of invoices will be forwarded to the command(s) by FMS, AR, in order to assist command(s) in monitoring their Agreements.
6. BILLING FOR SERVICES. Refer to paragraph 13. of this chapter.
7. DIRECT DEPOSIT OR ELECTRONIC WIRE TRANSFER. Direct deposits or electronic wire transfers are established for federally funded services. Commands should consult with FMS prior to executing a federally funded reimbursable service to ensure funds are to be deposited correctly.
8. COLLECTION OF ADVANCE DEPOSIT FOR STD. 213, SERVICE AGREEMENT. Advance deposits shall not be collected for any STD. 213.
9. REPORTING FOR THE STD. 213, SERVICE AGREEMENT. Refer to paragraph 14. of this chapter.

ANNEX B

CHP 465, REIMBURSABLE LETTER OF AGREEMENT

1. CHP 465, REIMBURSABLE LETTER OF AGREEMENT. When the requester is a nongovernmental entity, a CHP 465 shall be used to initiate an RSC. A CHP 465 is utilized for a one-time or short-term (90 days or less) reimbursable service valued at \$50,000 or less. If the requesting entity is a governmental entity, refer to paragraph 9. of this chapter.

Typically, the CSU processes the RSC valued at more than \$50,000. However, if a command received a request for a reimbursable service for \$50,000 or less and determines the requested service would be best managed/monitored if executed on a CHP 78R, the command can request CSU to process the request regardless of the estimated dollar value or contracting entity. A command requesting the CSU to process an RCS \$50,000 or less should consult with their assigned contract analyst within the CSU prior to submitting a CHP 78R.

2. TYPES OF REIMBURSABLE SERVICES INITIATED ON A CHP 465, REIMBURSABLE LETTER OF AGREEMENT. The types of services initiated on a CHP 465 include, but are not limited to:

- a. Variance (Wide) Load. A variance (wide) load request is an entity engaged in the variance (wide) load transportation and utilizing services of a CHP command for traffic control purposes. (Refer to HPM 82.6, Chapter 8, Size and Weight.)
- b. Special Event. A special event request is an entity engaged in a special event (e.g., parade, marathon) and utilizing services of a CHP command for traffic control purposes. (Refer to HPM 100.67, Chapter 3.)

3. PREPARATION OF A CHP 465, REIMBURSABLE LETTER OF AGREEMENT.

- a. Arrangements. Arrangements may be made with the understanding that services **will not** be provided until the Agreement has received all proper documentation, approvals, and signatures.
- b. Completing the CHP 465, Reimbursable Letter of Agreement. Commands shall prepare a CHP 465 as the form instructs. The CHP 465 is negotiated between the requesting entity and the affected command. The CHP 465 is initiated, processed, and approved at the command level.

ANNEX B

CHP 465, REIMBURSABLE LETTER OF AGREEMENT (*continued*)

- c. Contracting With Local Government Entity or Public Body. Refer to paragraph 9. of this chapter.
 - d. Estimating Costs. Refer to paragraph 10. of this chapter.
 - e. Indemnification Clause. Refer to paragraph 3. of this chapter.
 - f. Division Coordinator. Commands shall contact their respective Division coordinator for approval to enter into a CHP 465. Once approved, their respective Division coordinator shall issue an R-Number to the requesting command. (Refer to paragraph 12. of this chapter.)
 - g. Local Regulations. Refer to paragraph 11. of this chapter.
4. ESTABLISHING REIMBURSABLE SERVICE CONTROL LOG NUMBERS. A CHP 466 is required for services initiated by a CHP 465. The R-Number is utilized for the purpose of assignment, tracking, and reporting. Division coordinators shall establish, assign, and reconcile R-Numbers as follows:
- a. R-Number. The R-Number shall begin with the letter "R" to denote that the reimbursable service was initiated on a CHP 465, followed by the two-digit fiscal year, the three-digit command location code, and a four-digit sequential number for each Agreement. At the beginning of each fiscal year, July 1st, the sequential numbering shall begin with 0001 (e.g., R-21-420-0001) with the exception of motion/film picture agreements. For motion/film picture, the sequential numbering shall begin with 1000 (e.g., R-21-420-1000).
 - b. Assignment of R-Numbers. The Division coordinator will assign an R-Number in sequential order as each CHP 465 is requested with the exception of motion/film picture agreements. For motion/film picture, the FMRO will assign an R-number in sequential order as each CHP 465 is requested. The FMRO will notify the Division/Area of the assigned R-number for the motion/film picture CHP 465s.
 - c. Tracking/Logging R-Numbers. Divisions/Area commands shall log each R-Number on a CHP 466. The CHP 466 shall be closed out at the end of each fiscal year with a new log implemented on July 1st.
 - d. Reconciling. All R-Numbers shall be accounted for by reconciling the CHP 467, which is to be forwarded from commands, to the CHP 466. Division

ANNEX B

CHP 465, REIMBURSABLE LETTER OF AGREEMENT (*continued*)

coordinators shall forward a copy of the Division CHP 466 to FMS, AR, for monthly reconciliation by the 15th of each month.

5. REQUESTING REIMBURSABLE SPECIAL PROJECT CODES. Refer to paragraph 12. of this chapter.

6. MONITORING EXPENDITURES. Commands are responsible for monitoring expenditures for **all** RSCs to ensure that the Agreement total does not exceed the maximum Agreement amount. The FMS, AR, will forward copies of invoices to the command(s) in order to assist command(s) in monitoring their Agreements.

7. AMENDMENT. No amendment or variation of the terms of the CHP 465 shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the CHP 465 is binding on any of the parties. If an entity wants to amend the CHP 465 to increase the total Agreement amount for more than \$50,000, **the command shall cancel the CHP 465 and submit a CHP 78R to CSU for processing.**

8. BILLING FOR SERVICES. Refer to paragraph 13. of this chapter.

9. COLLECTION OF ADVANCE DEPOSIT FOR A CHP 465, REIMBURSABLE LETTER OF AGREEMENT. Advance deposits shall not be collected for CHP 465s with the exception of motion/film picture. For collection of advance deposits for motion/film picture, refer to Annex C.

10. REPORTING FOR A CHP 465, REIMBURSABLE LETTER OF AGREEMENT. With the exception of motion/film picture, refer to the following paragraphs listed below. Refer to Annex C for reporting for motion/film picture.
 - a. Paragraphs 14. and 16. of this chapter

THIS PAGE INTENTIONALLY LEFT BLANK

ANNEX C

CHP 465, REIMBURSABLE LETTER OF AGREEMENT, \$50,000 OR LESS FOR MOTION/FILM PICTURE

1. MOTION/FILM PICTURE. Section 6500 GC (also known as the Joint Exercise of Powers Act) and Section 14998.8 GC relating to the CFC require the CFC to act as a coordinator between state agencies and the motion picture industry (e.g., Caltrans for use of highway right-of-way and CHP for use of traffic control services). However, CHP was granted an exemption and is allowed to contract/bill **directly** with movie companies. Commands contacted by a motion/film company with a contractual Agreement question(s) shall direct the question(s) to the CHP Statewide FMRO identified in paragraph 1.a. below.

a. Requesting Traffic Control Services. A motion/film company requesting traffic control and/or other law enforcement assistance shall follow the procedure outlined below:

- (1) The command will refer the request to the FMRO located at the CFC, (323) 817-4103, who will make arrangements for services to be provided.
- (2) Obtain the company/state agency representative's contact name.
- (3) Gather the pertinent detail information, such as number of officers required, and dates and times services are to be provided.
- (4) Acquire the approval to enter into a CHP 465. (Refer to Annex B.)
- (5) Once approval has been granted to enter into a movie detail CHP 465, the command will fill out and process the CHP 465.
- (6) The command that provides the motion/film reimbursable service is responsible for completing the billing paperwork.
- (7) In addition to the Division/Area tracking the R-numbers on their CHP 466 logs (refer to Annex B), the FMRO will keep a CHP 466 log for each Division to track the motion/film picture R-numbers. The CHP 466s shall be closed out at the end of each fiscal year with a new log implemented on July 1st. The FMRO shall forward a copy of the CHP 466s to FMS, AR, upon request.

b. Completing the CHP 169, Movie Detail Flyer. Once contacted, the FMRO will complete a CHP 169, assign the detail a R-Number (refer to Annex B of this chapter), and send a fax copy of the completed CHP 169 to the requester and appropriate command. The CHP 169 is available through the FMRO located at the CFC.

ANNEX C

CHP 465, REIMBURSABLE LETTER OF AGREEMENT, \$50,000 OR LESS FOR MOTION/FILM PICTURE (*continued*)

c. State-Controlled Roadways. Motion picture companies wishing to film on state-controlled roadways or seeking right-of-way on state property must obtain a Caltrans Filming Encroachment Permit by applying to the CFC. The CFC can be contacted at (323) 860-2960. Filming on non-state highways requires a film permit issued by the appropriate local authority. (Refer to General Order 100.41, Film Permits.)

d. Receipt of an Application. Upon receipt of an application for a Filming Encroachment Permit, the FMRO will obtain the necessary billing information from the requesting film company. This information will be on the CHP 169 and will include:

- (1) The name of the company.
- (2) The billing address.
- (3) The contact person.
- (4) The telephone number, fax number, and e-mail address.
- (5) The requested dates and times of service.
- (6) The location of filming.
- (7) The FMRO will notify the appropriate Division/Area command with permit information and filming details.

2. COLLECTION OF ADVANCE DEPOSIT FOR A MOTION/FILM PICTURE.

Services **SHALL NOT** commence until the advance deposit check has been received by the CHP. If a deposit was made based on estimated costs of the service and a refund is due to the company, FMS, AR, will issue the refund.

a. Cashier's Check. **It is preferred that a cashier's check be requested from the contracting entity. This way there is no waiting time for a check to clear the bank.**

ANNEX C

CHP 465, REIMBURSABLE LETTER OF AGREEMENT, \$50,000 OR LESS FOR MOTION/FILM PICTURE (*continued*)

b. Advance Deposit. The advance deposit shall be made by the requesting party and hand delivered directly to the FMRO or to the on-scene command officer-in-charge. The FMRO or on-scene command officer-in-charge will approve, complete a CHP 230, Transmittal Record, and forward the advance deposit to FMS, Cashiering Unit. If the advance deposit is received by the FMRO, a copy of the check and CHP 251 will be provided to the Area command for their records. If the advance deposit is received by the Area command on-scene, a copy of the check and CHP 251 will be provided to the FMRO for their records.

3. REPORTING INSTRUCTIONS.

a. Completion of a Detail. Upon completion of the detail, the CHP 467 shall be prepared and submitted to FMS, AR, along with the following supporting documentation in the following order:

- (1) A copy of the signed CHP 467.
- (2) A copy of the signed CHP 465.
- (3) A copy of the CHP 169.
- (4) A copy of the issued CHP 251.
- (5) A copy of the contracting entity's check.

b. Completing the CHP 467, Billing Memorandum - Reimbursable Services. When a command completes the CHP 467, they shall enter the amount of the deposit collected.

c. Command File Documentation. Refer to paragraph 14. of this chapter.

d. Documents Forwarded to Fiscal Management Section. Refer to paragraph 16. of this chapter.

4. BILLING FOR SERVICES. The FMS, AR, shall issue an invoice for reimbursement of actual costs incurred for the requested services provided. Payment for invoices shall be made directly to FMS, AR. All billing documents shall be submitted to FMS, AR, via the SharePoint Billing Depot Upload CHP 465 Docs within ten business days after completion of the service detail.

ANNEX C

CHP 465, REIMBURSABLE LETTER OF AGREEMENT, \$50,000 OR LESS FOR MOTION/FILM PICTURE (*continued*)

5. REPORTING FOR A CHP 465, REIMBURSABLE LETTER OF AGREEMENT.

Reporting of the CHP 465 includes reporting of the CHP 467. Refer to paragraph 16. of this chapter.

ANNEX D

REIMBURSABLE SERVICES CONTRACTS NOT PROCESSED BY CONTRACT SERVICES UNIT

The Reimbursable Services Contract (RSC) requests listed below are not processed by and should not be submitted to CSU. Refer to the resource manual or OPI identified.

1. MEMORANDUM OF UNDERSTANDING. An MOU may be utilized in situations where the Governor's Office requests the Department to provide assistance to a local law enforcement agency. An MOU, typically, does not involve the expenditure of funds or is considered a reimbursable service. However, grant-funded and EPS MOUs may contain reimbursement elements. An MOU cannot contain fiscal liability between the CHP and contracting party(ies) involved. Commands can consult with the CSU to ensure that the MOU contains the required legal and reimbursement language. If it is determined that departmental assistance is necessary, refer to HPM 100.67, Chapter 2, to prepare an MOU.

2. EXTRAORDINARY PROTECTIVE SERVICES. Public Law 98-164 authorizes the Department to provide EPS to the Federal Bureau of Investigation (FBI) and U.S. Department of State (DOS) to include, but not be limited to: transportation, escort, and protective security for national, state, and foreign government officials and dignitaries. When the FBI or the DOS calls upon a command to provide an EPS, approval must be sought through channels from the appropriate Assistant Commissioner prior to granting any requests. Once approved, the command shall prepare the request as an MOU. Commands shall consult with PSD prior to negotiating an EPS request. (Refer to HPM 100.70, Chapter 12 and HPM 100.67, Chapter 2, Limited Term Supplemental Law Enforcement Assistance.)

3. USE OF THE OFFICE OF THE ACADEMY FACILITY (TRAINING AGREEMENT). Any allied agency requesting to utilize the Department's Academy training facility for a course identified below shall submit a CHP 75, Reimbursable Training Services Agreement, to the corresponding OPI. If the training course of interest is not listed, contact the OPI associated with the training course for guidance. The CHP 75 is submitted directly to the affected command and is **not** processed through CSU.

Training agreements are required for training courses offered by CHP to any external entities. Training agreements are the Department's authorization to deposit the fees received prior to the course and serves as an audit trail for the invoices, which are prepared. This includes, but is not limited to, the following types of training courses:

- a. Air Crew Course. Contact the Office of Air Operations.
- b. Commercial Vehicle Enforcement Training. Contact the Office of the Academy.

ANNEX D

REIMBURSABLE SERVICES CONTRACTS NOT PROCESSED BY CONTRACT SERVICES UNIT (*continued*)

- c. Motorcycle Training. Contact the Office of the Academy.
- d. Driver's Training. Contact the Office of the Academy.
- e. Vehicle Theft Training. Contact the Enforcement and Planning Division, Field Services Section.

ANNEX E

INSTRUCTIONS FOR COMPLETION OF CHP 90, REPORT OF COURT APPEARANCE - CIVIL ACTION

INSTRUCTIONS

Use a separate CHP 90, Report of Court Appearance - Civil Action, for each appearance date.

A CHP 90 should be submitted within 24 hours of each appearance or at the conclusion of a series of appearances within a 10-day period. A completed CHP 90 is required for rescheduled and cancelled appearances as the result of an action of the court, such as, but not limited to, unavailability of a courtroom or overscheduling. It is important to keep Accounting Section notified of the result of each civil court appearance in case Accounting Section is holding deposits.

Attach copies of the following documents: subpoena, \$275.00 deposit check, counter receipt, travel expense claim, airfare voucher, and rental car agreement as well as any pertinent correspondence or notes.

Partial time is to be reported only in one-quarter hour increments.

CHP 90 information is required to compute billing costs for attorneys and/or courts when employees are subpoenaed for a civil court appearance or to refund deposits the event of cancellations, out-of-court settlements, or other non-appearances.

COMPLETE THE FOLLOWING ITEMS:

1. Subpoenaed employee's name.
2. Civil service classification.
3. Self-explanatory.
4. Self-explanatory.
5. Self-explanatory.
6. Indicate whether appearance date was "RDO," "VAC," etc, as noted on CHP 415 or other time sheet.
7. Subpoena date must agree with appearance date; if not, please note change on subpoena.
8. Court case number, sometimes referred to as "Subpoena number."
9. Enter case name as shown on the subpoena.
10. Self-explanatory. If "both" is checked, both subpoenas must be attached.
11. Enter subpoenaing Attorney's name under the appropriate heading(s) - Plaintiff, Defendant, or Both.
12. Check type of proceeding.
13. Leave Blank.
14. Enter only the amount of the travel expense claim which applies to this appearance. The Department cannot bill for any other expenses.
15. Enter the amount of airfare, if applicable, regardless of how tickets were purchased (unless tickets were supplied by person subpoenaing).
16. Enter the amount of rental car, if applicable, unless paid by subpoenaing party.
17. Enter time of time at the deposition, hearing, etc. under the appropriate column (regular time or overtime).
18. Enter the time of departure from residence or office and time of arrival at the deposition, hearing, etc.
On the second line, enter time of departure from deposition, hearing, etc. and time of arrival at residence or office.
19. Enter hours expended and not recorded in Item 17 or 18 (i.e., stand-by, call-back, etc.). Explain in Item 23.
20. Total the number of hours that should be charged to the subpoenaing person.
21. Self-explanatory.
22. Check 'YES' if case is completed or 'NO' if it has been continued. Enter continue date if known.
23. Check the 'REFUND' or 'HELD' box to advise Accounting Section on the disposition of the deposit. 'SHORT NOTICE CANCELLATION' should only be checked if the cancel notification was received less than 24 hours from time of appearance and \$50.00 is claimed. Do not check this box when the office was notified over 24 hours in advance or when charging time.
24. Self-explanatory.
25. Date CHP 90 completed.
26. Immediate supervisor or authorized representative must sign.

THIS PAGE INTENTIONALLY LEFT BLANK

ANNEX F

INSTRUCTIONS FOR COMPLETION OF CHP 90, REPORT OF COURT APPEARANCE - CIVIL ACTION

1. EMPLOYEE NAME		2. CLASSIFICATION		3. I.D. NUMBER	4. AREA NUMBER
JOAN SMITH		OFFICER		99949	71
5. SHIFT START TIME		6. RDO OR VACATION?	7. APPEARANCE DATE	8. CASE NUMBER	9. CASE NAME
14:00		NO	06/05/2024	73337AZ	BROWN V. GREEN
10. SUBPOENAED BY					
<input type="checkbox"/> PLAINTIFF <input checked="" type="checkbox"/> DEFENDANT <input type="checkbox"/> BOTH (BOTH SUBPOENAS MUST BE ATTACHED)					
11. NAME, TELEPHONE AND ADDRESS OF SUBPOENING ATTORNEY(S)					
PLAINTIFF'S ATTORNEY: VICTOR A. JONES 26740 WASHINGTON AVE SACRAMENTO, CA 99999-0000			DEFENDANT'S ATTORNEY: JOHN M. SMITH 1234 MADISON AVE SACRAMENTO, CA 99999-0000		
<input checked="" type="checkbox"/> HEARING <input type="checkbox"/> ARBITRATION <input type="checkbox"/> TRIAL <input type="checkbox"/> DEPOSITION <input type="checkbox"/> DISTRICT COURT <input type="checkbox"/> CONSULTATION (EXPLAIN IN ITEM #23) <input type="checkbox"/> OTHER (EXPLAIN IN ITEM #23)					
13. MONTHLY SALARY (FOR ACCOUNTING USE ONLY)		14. TRAVEL CLAIM AMOUNT		15. AIRFARE	16. RENTAL CAR
		REGULAR HOURS		OVERTIME HOURS	
17. TIME AT DEPOSITION / HEARING / ETC.		FROM: 15:45	TO: 17:00	FROM:	TO:
		FROM:	TO:	FROM:	TO:
18. TRAVEL TIME TO LOCATION		FROM: 14:45	TO: 15:45	FROM:	TO:
		FROM:	TO:	FROM:	TO:
TRAVEL TIME FROM LOCATION		FROM: 17:00	TO: 17:45	FROM:	TO:
		FROM:	TO:	FROM:	TO:
19. OTHER TIME (EXPLAIN IN ITEM # 23)		FROM:	TO:	FROM:	TO:
20. TOTAL HOURS CLAIMED FOR DETAIL					
21. STATE VEHICLE MILES DRIVEN					
22. CASE COMPLETED:					
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO CONTINUED TO: _____ <input type="checkbox"/> SHORT NOTICE CANCELLATION IF NO, SHOULD DEPOSIT BE <input type="checkbox"/> REFUNDED OR <input type="checkbox"/> HELD? LESS THAN 24 HOUR NOTICE - \$50 CLAIMED					
23. ADDITIONAL INFORMATION / REMARKS					
ATTACH COPIES OF THE FOLLOWING: SUBPOENA, \$275.00 DEPOSIT CHECK, COUNTER RECEIPT, TRAVEL CLAIM, AIRFARE VOUCHER, AND RENTAL CAR AGREEMENT					
24. EMPLOYEE SIGNATURE			25. DATE	26. REVIEWER SIGNATURE	
			06/06/2024		

Destroy Previous Editions Chp90_0113.pdf

THIS PAGE INTENTIONALLY LEFT BLANK