Search and Rescue Fund
Reimbursement Guidelines

When submitting a search or rescue mission for reimbursement please follow the instructions below:

1. Fill out Mission Report checking appropriate Tier:

   Tier I: licensed individual (those holding a current hunting or fishing license, boat, snowmobile or off-highway vehicle registration, hiking certificate, or Colorado Outdoor Recreation Search and Rescue card)
   Tier II: relatives of licensed persons (include parents, siblings, spouses, children, or grandchildren)
   Tier III: un-licensed individual

   A Tier I or II request must have the certificate/registration number and should have a copy of the license (if possible).

2. Mission Report form must be submitted within ***60 days*** of the mission. If there are extenuating circumstances please include an explanation.

3. Expenses eligible for reimbursement:

   - ✓ *Equipment* - includes helicopter flight time to assist in search and rescue operations.
   - ✓ *Mileage* – may change annually based on current IRS rates (you can claim fuel expenses **or** mileage, not both)
   - ✓ *Meals*
   - ✓ *Room Rental*
   - ✓ *Other*

4. Expenses **not** eligible for reimbursement:

   - ✓ *Salary or overtime for any person on a regular or permanent payroll of an agency or political Subdivision*
   - ✓ *Medical transport*
   - ✓ *Costs associated with recovery of property*

5. **Original receipts** should accompany the request for reimbursement, and any non-reimbursable expenses should be indicated as such. There must be an invoice or receipt for each item claimed for reimbursement. A valid invoice carries the vendor name (or volunteer signature), date, description, and dollar amount.

6. Mission Report must be signed by sheriff.

7. Mail Mission Report and supporting receipts to:

   Department of Local Affairs
   Search and Rescue Fund
   1313 Sherman Street, Room 521
   Denver, CO 80203

For a complete copy of the rules or more information contact us or visit our web site at:
http://dola.colorado.gov/dlg/fa/sar/index.html