

## Search and Rescue Fund Reimbursement Guidelines

When submitting a mission report for reimbursement, please follow the instructions below:

1. Check the appropriate box for the Mission 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). Mission reimbursements for Tier I are paid upon review and approval by SAR staff. There is no cost limit for Tier I reimbursements.
- Tier II:** relatives of licensed persons (include parents, siblings, spouses, children, or grandchildren). Tier II missions are reviewed and approved by SAR staff but held until end of State fiscal year and paid based on availability of funds. There is no cost limit for Tier II reimbursements.
- Tier III:** un-licensed individual. Tier III missions are reviewed and approved by SAR staff but held until end of State fiscal year and paid based on availability of funds. There is a cost limit of a minimum of \$150.00 or more in which a Tier III mission will be reimbursed. Tier III missions under \$150.00 will not be paid. SAR staff will provide a brief narrative on Tier III missions over \$1,500 or more to the Advisory Council for review at the end-of-year award application annual meeting.

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

2. A 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 a paid invoice or paid receipt for each item claimed for reimbursement. A valid invoice carries the vendor name (or volunteer signature), date, description, dollar amount, and date paid by Sheriff's office.
6. The Mission report must be signed by sheriff.
7. Mail the 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/sar>