

Attachment 2

2024-25 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 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)	\$	
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.
 - The ministry will reimburse police services up to a maximum of **\$2,350.00 (CAD)** per student for travel, meals and accommodation expenses during Field Certification portion of the training.
 - The ministry will only reimburse expenses for students who ***passed*** the Field Certification test.
 - 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.