



Criminal Justice Standards and Training Commission

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August 27, 2015

CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION TECHNICAL MEMORANDUM 2015-06

TO: Criminal Justice Agency Administrators
Criminal Justice Training Center Directors

FROM: Director Dean Register *DR*
Criminal Justice Professionalism Division

SUBJECT: Travel Costs To and From Trust Funded Training Courses

Section 943.25(5), Florida Statutes, mandates that training, room, or board costs may not be assessed against any officer or employing agency for advanced and specialized training courses funded from the Criminal Justice Standards and Training (CJST) Trust Fund. This section further stipulates that travel costs to and from the training site is the responsibility of the trainee or employing agency.

Historically, the responsibility for training, room, and board costs paid with trust fund monies started at the beginning of the training course and ended when the training course concluded. The trainee or employing agency was responsible for room and board costs for the nights prior to and following a training course if needed. This practice was recently reviewed and will be amended. The room costs for the nights immediately prior to and immediately following the completion of a training course funded from the CJST Trust Fund may be charged to the CJST Trust Fund if the distance traveled exceeds 50 miles. Travel (transportation) and meal costs prior to the start of training and following the completion of training will remain the responsibility of the trainee or employing agency.

Training schools offering courses that involve travel expenses are still encouraged to plan training in such a manner as to minimize the travel costs funded through the CJST Trust Fund. This will allow the maximum number of training courses to be offered in a given region.

If you have any questions regarding this change, please contact Training and Research Manager Terry Baker, Bureau of Standards, at (850) 410-8688.

DR/tb

cc: Criminal Justice Standards and Training Commission