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Clarification to the Travel Reimbursement Policy for Trainings

Beginning January 1, 2015, trainings listed on the West Virginia Homeland Security training database (Course Mill) will be eligible for travel reimbursement unless otherwise noted that "Travel is not Included" within the course description. This includes lodging, per diem (only included with overnight stay), and mileage.

Another important piece to note is that participants who do not successfully register (walk-ins) in Course Mill prior to the class start date, are not eligible to receive travel reimbursements. Registration is a prerequisite to any course posted on the database. Also, an approval process will be implemented to all courses where travel is included.

In the past, this office has provided two breaks (meals) per day. Beginning January 1, 2015, breaks will no longer be provided. Funds used to pay for breaks will be allocated to pay travel expenses for any NTED course(s) sponsored by this office. This will ensure that qualified participants have an opportunity to attend trainings identified as needs within the state's Training & Exercise Plan (TEP).

If you have any questions, my contact information is listed above. Thank you in advance.

Sincerely,

Christian Fernley