

**REIMBURSEMENT PROCEDURE FOR SPECIAL OPERATIONS TEAMS  
STATE OF NORTH DAKOTA  
JAN 2011**

1. For those teams that have met the minimum qualifications set forth by the ND Special Operations Committee and are seeking reimbursement within established guidelines (either for approved training or a response), the following procedure is to be followed:
  - A. Submit to the BCI Director the following paperwork:
    1. A cover letter
    2. Response Team Expenditure Report. The form is available on-line at:  
<http://www.ag.state.nd.us/BCI/SOC/ResponseTeamVoucher.pdf>  
  
Please use the on-line form as it is the most current. Training costs can be claimed in the section listed as "other costs".
    3. Any applicable receipts, payroll records and/or supporting documentation.
  - B. Submit a copy of the above paperwork to the SOC Committee President.