Commission on Peace Officer Standards and Training
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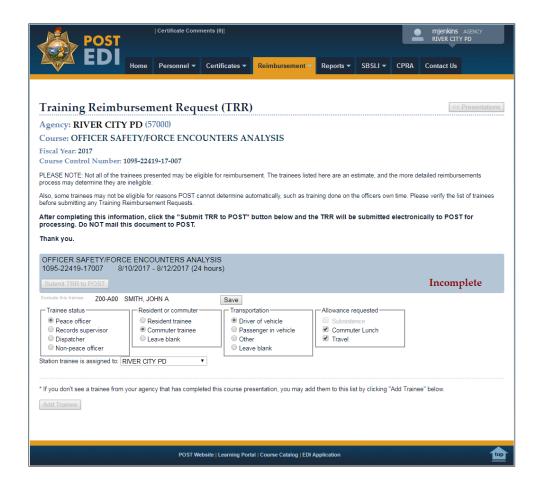|	
Date:	June 18, 2019
Bulletin:	No. 2019-19
Subject:	**Effective July 1, 2019 POST Transitions to Automated Paperless Training Reimbursement Requests (eTRRs)**

POST launched a new system allowing Agency EDI operators to submit Training Reimbursement Requests (TRRs) online through a paperless process. POST successfully tested the system internally for several months. This enhancement eliminates the need for paper TRR forms, ink signatures, and mailing claims through the US Mail. The new eTRR process is expected to simplify and speed up reimbursement filing, reduce staff effort at both Agencies and POST, and reduce costs associated with preparing, printing, and mailing TRRs.

The new eTRR system is built into EDI, and requires no setup for use. Authorized EDI operators will find the new application under the "Reimbursement" menu, and may view and submit pending reimbursement requests as shown below:

Agencies claiming POST reimbursement will need to transition to the new eTRR process by 6/29/2019. During the transitional period, POST will accept and process both paper TRRs and eTRRs, however eTRRs submitted electronically will receive priority in processing. Reimbursement requests during the transition may be made via electronic eTRR or paper, but not both.

After the transition period ends on 6/29/2019, POST will discontinue the paper process entirely.

POST has created a video tutorial that may be accessed from the "Reimbursement" menu within EDI, or directly at: https://post.ca.gov/Portals/0/post_docs/training/POST_Training_Videos/ETRR.mp4. Additional requests for support, after review of the tutorial, may be directed to the POST EDI Help Desk at (916) 227-4357, or toll-free at (877) 275-5872.

Questions related to reimbursements in general may be directed to the POST Accounting Manager, Tracy Contreras at (916) 227-3907.

Feedback related to the eTRR system's function or performance may be directed to Colin O'Keefe, POST Computer Services Bureau Chief at (916) 227-4804.

MANUEL ALVAREZ, JR.
Executive Director

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