



## Commission on Peace Officer Standards and Training

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[www.post.ca.gov](http://www.post.ca.gov)

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:

[Certificate Comments (0)]

mjenkins AGENCY RIVER CITY PD

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### Training Reimbursement Request (TRR)

<< Presentations

Agency: RIVER CITY PD (57000)  
Course: OFFICER SAFETY/FORCE ENCOUNTERS ANALYSIS  
Fiscal Year: 2017  
Course Control Number: 1095-22419-17-007

PLEASE NOTE: Not all of the trainees presented may be eligible for reimbursement. The trainees listed here are an estimate, and the more detailed reimbursements process may determine they are ineligible.

Also, some trainees may not be eligible for reasons POST cannot determine automatically, such as training done on the officers own time. Please verify the list of trainees before submitting any Training Reimbursement Requests.

After completing this information, click the "Submit TRR to POST" button below and the TRR will be submitted electronically to POST for processing. Do NOT mail this document to POST.

Thank you.

OFFICER SAFETY/FORCE ENCOUNTERS ANALYSIS  
1095-22419-17007 8/10/2017 - 8/12/2017 (24 hours)

Submit TRR to POST

Incomplete

Exclude this trainee Z00-A00 SMITH, JOHN A Save

Trainee status  
☒ Peace officer  
☐ Records supervisor  
☐ Dispatcher  
☐ Non-peace officer

Resident or commuter  
☐ Resident trainee  
☒ Commuter trainee  
☐ Leave blank

Transportation  
☒ Driver of vehicle  
☐ Passenger in vehicle  
☐ Other  
☐ Leave blank

Allowance requested  
☐ Subistence  
☒ Commuter Lunch  
☒ Travel

Station trainee is assigned to: RIVER CITY PD

\* If you don't see a trainee from your agency that has completed this course presentation, you may add them to this list by clicking "Add Trainee" below.

Add Trainee

POST Website | Learning Portal | Course Catalog | EDI Application

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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](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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