When seeking reimbursement for either vendor fees and/or personnel costs associated with Municipal Police Institute (MPI) approved training courses, please note that a copy of the invoice shall be included with **each** reimbursement request. MPI has several options for participating in their training courses. You may not seek reimbursement for costs (vendor fees or personnel) associated with the training until the student completes **ALL** of the course hours as listed on the invoice.

We have seen the following configurations for MPI courses. We have noted the number of certificates needed for proof of course completion for each of these configurations.

* 4 hours – 1 certificate is required for course completion;
* 8 hours – 2 certificates are required for course completion;
* 12 hours – 3 certificates are required for course completion;
* 16 hours – 4 certificates are required for course completion; or
* any combination of the above.

Remember the MPI invoice is required with each reimbursement request, even if you are not seeking reimbursement for vendor fees, as this determines course completion for an individual. For example: if you are seeking reimbursement for one 4 hour course and your department was invoiced for 16 hours (four-4 hour courses), then you would need to include the invoice and 4 certificates with the reimbursement request. None of the 4 hour courses are eligible until that individual completes all 4 courses.

It is recommended that when seeking reimbursement for training costs associated with MPI, you wait until the individual(s) has completed the number of hours as invoiced and that you seek reimbursement for vendor fees and personnel costs at the same time. This will ensure that you have included all the required documentation with the reimbursement request.