

MN Chapter of Concerns of Police Survivors

National Police Week Policy

The Minnesota Chapter of Concerns of Police Survivors will pay transportation & baggage expenses only with a maximum reimbursement of \$600 per person. Additional funds may be available to a family with special circumstances, if funds are available and approved by the Chapter Executive Board. Priority will be given to First Year Survivors (Jan 1 to Dec 31st of the previous year) and First Time Survivors (those from previous years who have never attended National Police Week activities in Washington, D.C.) and that it is the expectation of the Minnesota Chapter of Concerns of Police Survivors that they attend the entire C.O.P.S. national conference, sessions and lunches. **All of this is predicated if the Minnesota Chapter of Concerns of Police Survivors has adequate funds available and that the request for approval form has been completed and approved by the MN Chapter of Concerns of Police Survivors Executive Board prior to travel.** Upon return from National Police Week, it will be required to complete a Travel Expense report form, including all receipts as well as a completed questionnaire. *No travel funds will be given prior to National Police Week and only upon receipt of stipulated questionnaire, receipts and reimbursement forms.*

Survivors eligible for reimbursement of travel funds are the following: Spouse, Parents/Step Parents of Officer, children/stepchildren(if adult, including spouses), siblings (if adult, including spouses), surviving spouse's parents (Mother and Father in law), if surviving spouse remarries - include new spouse and step-children and others with special circumstance upon requests presented to Board for approval.

One person from the Chapter shall be appointed to work with the family and the family's liaison officer to make sure all necessary paperwork for National Police Week registration is completed and submitted. That person shall also be responsible for explaining our Chapter's reimbursement for transportation expense policy and will make sure each person requesting reimbursement fills out the appropriate paperwork from the Chapter prior to National Police Week for approval. Once returning from National Police Week, the survivor shall submit proof of transportation expenses on the Travel Expense Report form and complete the National Police Week questionnaire. Payment will be sent only if all the criteria have been met.

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