



## Colorado Backcountry Search and Rescue Program Calendar Year 2024 Reimbursement Rate Schedule

### Rental Rates

	Horses*	ATVs*	UTVs*	Motorcycle	Snow- mobiles*
<b>&lt;4 Hours</b>	\$40	\$40	\$50	\$25	\$45
<b>½ Day</b>	\$80	\$80	\$100	\$60	\$90
<b>Daily</b>	\$100	\$120	\$150	\$77	\$130
<b>Weekly</b>	\$400	\$480	\$600	\$300	\$520

**<4 Hours:** 1-4 hours    **½ Day:** 4-6 Hours    **Daily:** 6 hours or more

Backcountry Search and Rescue Program Operating Guidelines allow costs for equipment rental from an independent party as an eligible expense. Invoices are required for reimbursement. Volunteers or team members may rent personally owned equipment to the sheriff for a SAR incident at the rates indicated above. Additionally, one team or political subdivision may rent equipment to another team or political subdivision.

Equipment owned by the sheriff, team, or political subdivision responding to an incident within its own service area is not eligible for reimbursement at rental rates under the logic that an agency cannot rent equipment to itself. Operating costs for those entities, such as gas and oil or repairs are reimbursable if original invoices from third party vendors are provided. Costs incurred, as “stand-by” time, is non-reimbursable.

### Vehicle Mileage Reimbursement Rate\*\* (effective January 1, 2024):

- 2-wheel drive: 60 cents per mile
- 4-wheel drive: 64 cents per mile

### Hotel and Meal Per Diem Reimbursement

Hotel and meal per diem rates must be determined using the U.S. General Services Administration (GSA) website before requesting reimbursement (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). The GSA rates are the maximum reimbursement allowed through the BSAR program fund. Any costs incurred over the GSA rate will be the responsibility of the organization requesting reimbursement. Expenses for alcohol will not be reimbursed. Reimbursements must be incidental to the SAR activity, training or mission. Requests for meal reimbursement must be reasonable for the mission type, location and timeframes before, during and after the mission period.

Itemized invoices/receipts must accompany requests for reimbursement. A valid invoice contains the following information: the vendor name (or volunteer signature), date, product description, and dollar amount and is accompanied by proof-of-payment (cancelled check, payment voucher, credit card, general ledger, etc..). In the case of meals, an itemized receipt must be provided showing food items purchased. Credit card receipts with no detail other than the total are not acceptable.

\*Per program operating guidelines, market rates are set periodically following a survey of vendors in high-cost areas throughout the state.

\*\*These amounts are based on the Office of the State Controller’s allowable mileage reimbursement rates