

**Wyoming Search and Rescue Program
Instructions for completing reimbursement forms for
Non-Operational Expenses**

Equipment Expenses:

- Fill out one form for each equipment purchase.
- Indicate the value and availability of equipment to the Wyoming SAR community.
- For each form completed, attach copies of all signed, itemized invoices, receipts, payment vouchers.
- Sign and date each form.

Please provide complete and detailed information. Incomplete forms may not be approved.

**Claim period: September 1 (of previous year) through
August 31 (of current year)
Mail completed reimbursement package by October 1 to:**

Wyoming Office of Homeland Security/Emergency Management
Attn: DeeAnn Ragland
5500 Bishop Blvd
Cheyenne, WY 82002

*If you have questions or need assistance, call DeeAnn Ragland at (307) 777-4952 or
email deeann.ragland@wyo.gov*