



Education Scholarship Reimbursement Request
Certified Local Government (CLG) Subgrant Program | FY23

Reimbursements must be submitted within two months of completion of education/training opportunity

Submit reimbursement request and documentation via email to lindsey.flewelling@state.co.us. Please combine all documentation into one PDF, if possible.

Name of CLG: _____

Please include the name of the person that attended, their role with the CLG, and the registration and lodging expenses:

Attendee Name	Role	Registration Fee	Expenses	Total Amount

Total Reimbursement Amount: _____

Documentation Checklist: (all items are required)

- Invoice(s) or receipt(s) for the conference.
- A written summary of the course(s)/session(s) attended for *each* attendee that includes the following:
 - List of sessions and dates attended or recordings watched (three required, but please list all sessions).
 - Three things the attendee learned (overall, not per session).
 - Would the attendee recommend the educational program to other CLGs?
 - Date of Commission/Board meeting where information will be shared with others.

I hereby certify that all expenses reported above have been PAID, that all of the information is correct, and that any false or misrepresented information may require immediate repayment of any or all funds.

Signature of Staff Person Responsible for Grant

Date