

**Education Scholarship Reimbursement Request
 Certified Local Government (CLG) Subgrant Program | Fiscal Year 2020**

Reimbursement Deadline: January 29, 2021

Submit reimbursement request and documentation via email to erica.duvic@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, the title of the educational opportunity, and the registration fee:

Attendee Name	Role	Educational Program	Fee

Total Reimbursement Amount: _____

Documentation Checklist: (all items are required unless otherwise noted)

- Invoice(s) or receipt(s) for educational program
 - Certificate of completion from program provider (if available)
- A written summary of the course(s)/session(s) attended for *each* attendee that includes the following:
 - List of sessions and dates attended (for conferences).
 - 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