HISTORY Colorado

Saving Places Conference Scholarship Reimbursement Request
Certified Local Government (CLG) Subgrant Program | Fiscal Year 2020

Reimbursement Deadline: June 1, 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, and the registration fee:

Attendee Name	Role	Fee

Total Reimbursement Amount: $0.00

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