

**Education Scholarship Reimbursement Request  
Certified Local Government (CLG) Subgrant Program | FY21**

**Reimbursement Deadline: July 31, 2022**

Submit reimbursement request and documentation via email to [lindsey.flewelling@state.co.us](mailto: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, the title of the educational opportunity, and the registration, travel, and hotel amounts:

Attendee Name	
Conference/Training Program Name	
Dates	
Registration Amount	\$
Lodging (NAPC only)	\$
Airfare (NAPC only)	\$
Ground Transportation (NAPC only)	\$
Per Diem (NAPC only)	\$

**Total Reimbursement Amount:** \_\_\_\_\_

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

- Invoice(s) or receipt(s) for educational program, travel, and hotel  
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