

GENESEE FOUNDATION
AUTHORIZATION FOR REIMBURSEMENT
FOR
BOARD MEMBER EDUCATION EXPENSE

Board members are encouraged to attend classes and seminars that will assist them in governing more effectively and responsibly.

Expenses for actual and necessary related to attendance at educational programs shall be reimbursed provided that the subject matter is consistent with Colorado regulations, specifically the Colorado Common Interest Ownership Act (CCIOA).

The request for reimbursement is a two-step process.

- Prior to enrollment in an education program, Board members must submit a request to attend to the Community Manager.
- Following completion of the program, Board members must provide the proof of attendance to the Community Manager.

STEP I: REQUEST TO ATTEND

Date Submitted: _____

Board Member: _____

Program Description _____

Approved By: _____

STEP II: REQUEST FOR REIMBURSEMENT

Date Submitted: _____

Proof of Attendance:

Copy of program or Agenda Attached _____

Receipt of payment Attached _____

Amount Requested: _____

Approved By: _____

Check Issued On: _____