

**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 specific to Colorado and make reference to applicable sections of 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 Governance Liaison.
- Following completion of the program, Board members must provide the proof of attendance to the Governance Liaison.

**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 Attached \_\_\_\_\_

Receipt of payment Attached \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Approved By: \_\_\_\_\_

Check Issued On: \_\_\_\_\_