



GUIDELINES FOR REQUESTING REIMBURSEMENT

- Reimbursement may be requested for actual expenditures aligned to submitted and approved quotes.
- Requests are to be submitted one time monthly on or before the 15th
- The provided invoice template should be used to make your request to DHE
- In addition to the invoice template, all requests should include:
 - The invoice and/or receipt for the reimbursement being requested
 - Proof of payment
- Requests should be emailed workforce.grants@adhe.edu with the subject line "Reimbursement Request"