

## Colorado Two Years Later – Marijuana Conference

### Reimbursement Requests

There are scholarship funds available to assist with lodging and travel costs associated with attending the conference. **Officers must be currently certified and employed by a Colorado law enforcement agency to receive scholarship funds.** All applications must be made through the employing agency, POST cannot reimburse individuals directly.

To ensure funding, please complete the attached spreadsheet with estimated costs and submit it to Carolyn Berry at [Carolyn.berry@coag.gov](mailto:Carolyn.berry@coag.gov) by **February 1, 2016** for review and approval. NOTE: These funds will be limited to those who are traveling more than 35 miles from their agency/work site.

Eligible travel expenses include the following:

- 1- Lodging for up to three nights
  - a. Please use tax exemption if applicable.
- 2- Per Diem
  - a. Breakfast and lunch will be provided all three days of the conference as well as dinner the night of March 17<sup>th</sup>.
  - b. Per diem for dinner the evenings of March 15<sup>th</sup>, 16<sup>th</sup>, and 18<sup>th</sup> can be requested.
  - c. If an attendee has dietary restrictions and cannot eat the meals provided at the conference per diem will be allowed. Please indicate this in your application.
- 3- Mileage
  - a. Please provide the beginning and ending addresses with your application.
  - b. Mileage reimbursement cannot exceed the State's rate of \$.52 per mile for personal vehicles or \$.22 per mile for fleet vehicles.

If scholarship applications are not submitted by February 1, 2016, POST cannot guarantee reimbursement of costs associated with officers/troopers/deputies attending the conference.

If you have any questions, please contact Carolyn Berry at [Carolyn.berry@coag.gov](mailto:Carolyn.berry@coag.gov) or 720-508-6725.