



## **Act 1131 of 2015 Regional Workforce Grant**

### **GUIDELINES FOR REQUESTING REIMBURSEMENT**

- Requests are to be submitted one time monthly on or before the 15<sup>th</sup>
- The provided invoice template should be used to make your request to DHE
- Use a separate invoice template for each award
- 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 to Sarah Rogers at [sarah.cox@adhe.edu](mailto:sarah.cox@adhe.edu)