



CAREER EXPLORATION EQUITY GRANT REQUEST FOR REIMBURSEMENT FORM AND INSTRUCTIONS

July 2023

Instructions for Requesting Reimbursement



To obtain reimbursement, please complete the form below and submit it along with supporting documentation to the following e-mail address: DLT.INVOICE@DLT.RI.GOV



Be sure to attach evidence of completed activity and costs incurred before sending. For more information on acceptable documentation, please consult the “Reimbursement Process” section of the Career Exploration Equity Grant Program Guide. Incomplete documentation will result in delayed or denied payment. A partial payment may be processed based on documents provided.



The Career Exploration Equity Grant Request for Reimbursement Form and supporting documentation must be received within sixty (60) calendar days of the contract end date. Late submissions will be rejected.



CAREER EXPLORATION EQUITY GRANT REQUEST FOR REIMBURSEMENT FORM

July 2023

Contract Number: _____

Contract Start Date: _____

Contract End Date: _____

Entity/Awardee Name: _____

Entity/Awardee Address: _____

Awardee Contact Person: _____

Awardee Contact Phone: _____

Activity Name: _____

Award Amount: _____

Total Funding Utilized: _____

Entity/Awardee Signature: _____

FOR DLT USE ONLY

Invoice Number:	
Total Amount Approved:	
Business Affairs Approval:	