

How to submit for reimbursement

Your \$4,000 training fee is reimbursed in full by Power Ahead Colorado. Reimbursement is requested by your company after the training, through the Colorado Contractor Hub.



Apply within 30 days of taking the class.

You must be registered with the Colorado Contractor Hub before you submit. Register free at coloradocontractorhub.org.

THE EIGHT STEPS

1

Log in to your Colorado Contractor Hub account at coloradocontractorhub.org.

2

Go to the Training Center.

3

Scroll down to Training Opportunities and select the **Past Events** tab.

4

Select the training you are requesting reimbursement for.

5

Select Request Reimbursement.

6

Fill out all fields. Reimbursements must be requested separately for each employee who attended. If two technicians from your company attended, submit two separate requests.

Certificate of Completion is provided and signed by the training provider. Where a provider does not offer one, the Hub supplies a template.

Receipts must be billed between the training provider and the company — not the individual attendee.

7 Set up Bill.com. After your application, your company receives an invitation to create an account on Bill.com. You submit your business banking details and W-9 once, securely, on their platform — the Hub never collects banking information directly.

8 Get paid. Once your Bill.com information is complete and every required document is attached to your application, the cost of training is reimbursed directly through Bill.com.

YOU WILL NOT BE ELIGIBLE IF

- ✗ Your company is not registered in the Colorado Contractor Hub.
- ✗ Your company appears on the federal System for Award Management (SAM) exclusion records.
- ✗ The training is not approved in the Hub's Training Center.
- ✗ The amount billed on the receipt does not match the advertised price of the training.

QUESTIONS ABOUT REIMBURSEMENT

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QUESTIONS ABOUT THE TRAINING

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