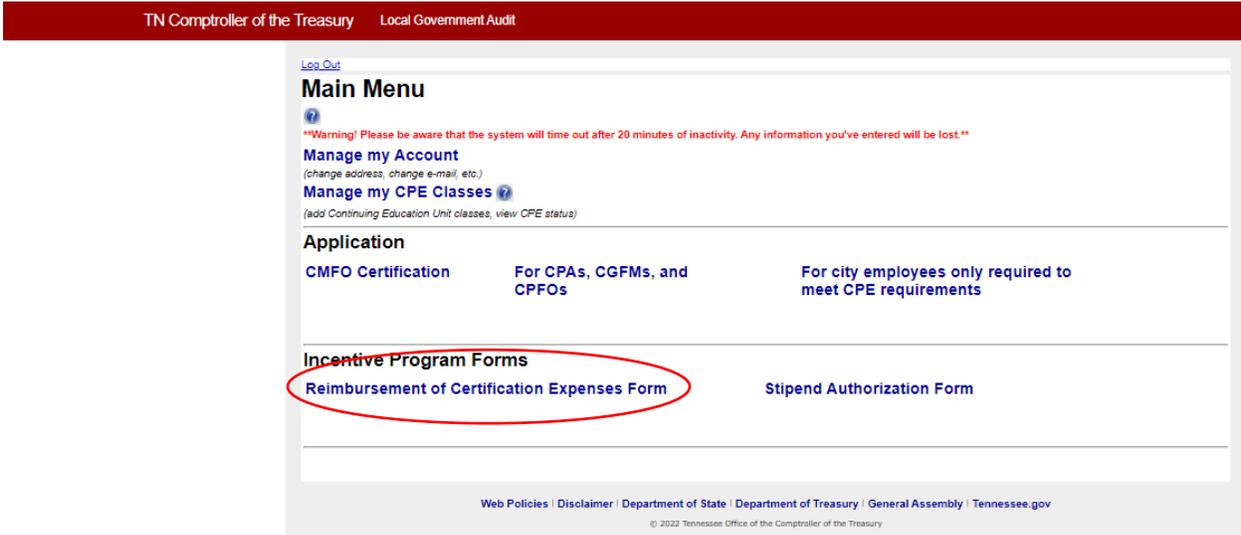


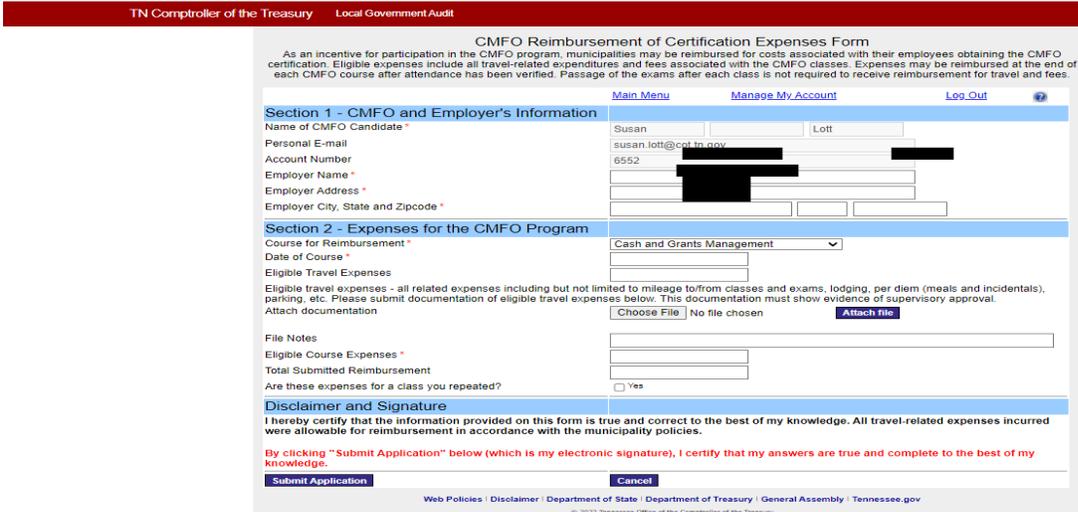
Instructions for Reimbursement of CMFO Expenses

Step 1: Log into your account at <https://apps.cot.tn.gov/CARS/CMFOWelcome.aspx>

Step 2: Once you have logged into your account, click "Reimbursement of Certification Expenses Form"



The form should look like this.



SECTION I – CMFO and Employer’s Information

Section 1 - CMFO and Employer's Information	
Name of CMFO Candidate *	[Redacted]
Personal E-mail	[Redacted]
Account Number	[Redacted]
Employer Name *	[Redacted]
Employer Address *	[Redacted]
Employer City, State and Zipcode *	[Redacted]

Instructions for Reimbursement of CMFO Expenses

Step 3: **Verify** your account information – name, account number, and employer. If any of this information is incorrect, please contact our office immediately at 615-401-7841.

Step 4: **Enter** your employer’s address. This address is very important in the process of your reimbursement.

SECTION II – Expenses for the CMFO Program

Section 2 - Expenses for the CMFO Program

Course for Reimbursement * **Cash and Grants Management**

Date of Course *

Eligible Travel Expenses

Eligible travel expenses - all related expenses including but not limited to mileage to/from classes and exams, lodging, per diem (meals and incidentals), parking, etc. Please submit documentation of eligible travel expenses below. This documentation must show evidence of supervisory approval.

Attach documentation No file chosen

File Notes

Eligible Course Expenses *

Total Submitted Reimbursement

Are these expenses for a class you repeated? Yes

Step 5: Course for Reimbursement - Select the course within the drop-down menu of the Course for Reimbursement. *Please note that each individual course needs to be completed separately.

Step 6: Date of Course - Select the date you took the course on the calendar. Click on the close button once you have selected the correct date.

Step 7: Eligible Travel Expenses - If you are **not** claiming travel, leave this box blank. If you put a number in this box, the system will require you to submit documents to support your amount. If you are claiming travel, enter the amount you are claiming. *Please note that suitable secondary documents are required; IE: Travel Expense Forms with management approval signatures and applicable receipts.

Step 8: Browse File - Click the Choose Files button and find the supporting documents (i.e., travel claim, hotel receipt, parking receipts etc.) from where they are saved on your computer. Next, either double click the file or click the file once and hit open to attach the document. Your file **must** be in PDF format.

Section 2 - Expenses for the CMFO Program

Course for Reimbursement * **Cash and Grants Management**

Date of Course *

Eligible Travel Expenses

Eligible travel expenses - all related expenses including but not limited to mileage to/from classes and exams, lodging, per diem (meals and incidentals), parking, etc. Please submit documentation of eligible travel expenses below. This documentation must show evidence of supervisory approval.

Attach documentation No file chosen

File Name
Reimbursement6552-2022-CMFO TEST FILE-7-25-22_8-18-7.pdf

File Notes

Eligible Course Expenses *

Total Submitted Reimbursement

Are these expenses for a class you repeated? Yes

Be sure to hit the blue “Attach File” button to officially attach the file.

Instructions for Reimbursement of CMFO Expenses

Step 9: Eligible Course Expenses - Enter your course expenses. Once you have entered the course amount, the Total Expenses Submitted for Reimbursement box will be calculated automatically by the system. Please verify the amounts. If the amount is different than what you calculated, make sure you keyed everything as dollars and cents. See photo below:

Section 2 - Expenses for the CMFO Program	
Course for Reimbursement *	Cash and Grants Management
Date of Course *	7/11/2022
Eligible Travel Expenses	
Eligible travel expenses - all related expenses including but not limited to mileage to/from classes and exams, lodging, per diem (meals and incidentals), parking, etc. Please submit documentation of eligible travel expenses below. This documentation must show evidence of supervisory approval.	
Attach documentation	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach file"/>
File Notes	
Eligible Course Expenses *	130
Total Submitted Reimbursement	130
Are these expenses for a class you repeated?	<input type="checkbox"/> Yes

Step 10: Are these expenses associated with a class you repeated? Select Yes or No from the drop-down menu.

Section 2 - Expenses for the CMFO Program	
Course for Reimbursement *	Cash and Grants Management
Date of Course *	7/11/2022
Eligible Travel Expenses	
Eligible travel expenses - all related expenses including but not limited to mileage to/from classes and exams, lodging, per diem (meals and incidentals), parking, etc. Please submit documentation of eligible travel expenses below. This documentation must show evidence of supervisory approval.	
Attach documentation	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach file"/>
File Notes	
Eligible Course Expenses *	130
Total Submitted Reimbursement	130
Are these expenses for a class you repeated?	<input type="checkbox"/> Yes

Step 11: Disclaimer and signature - Click Submit and you are done.

Disclaimer and Signature	
I hereby certify that the information provided on this form is true and correct to the best of my knowledge. All travel-related expenses incurred were allowable for reimbursement in accordance with the municipality policies.	
By clicking "Submit Application" below (which is my electronic signature), I certify that my answers are true and complete to the best of my knowledge.	
<input type="button" value="Submit Application"/>	<input type="button" value="Cancel"/>

If you have any questions about any of the steps in submitting your reimbursement, please give us a call at 615-401-7841 or you can email us at LGA.Web@cot.tn.gov.