



Advancing Georgia's Counties.

ACCG Jerry R. Griffin Scholarship Program Reimbursement Portal Guide for Counties

All Georgia counties are eligible to participate in the ACCG Jerry R. Griffin Scholarship Program to receive reimbursement for attending ACCG and NACo conferences in 2026 and 2027. The primary purposes of this scholarship program are to foster lifelong learning, enhance engagement among county officials at the state and national level, and increase conference participation.

While counties are encouraged to use these funds to allow people to attend conferences they may not have previously attended or to increase the number of people the county currently sends, counties are ultimately responsible for determining how the reimbursed funds are used and allocated back to the county's budget.

SCHOLARSHIP TOTALS, ELIGIBLE CONFERENCES AND REIMBURSEMENT SUBMISSION PERIODS

Scholarship Totals	Eligible Conferences	Reimbursement Submission Period
2026 ACCG Scholarship: \$3,000	ACCG Annual Conference Savannah/Chatham County April 23 – 26, 2026	April 27, 2026 – May 29, 2026
	ACCG Legislative Leadership Conference Athens-Clarke County October 7 – 9, 2026	October 12, 2026 - November 13, 2026
2026 NACo Scholarship: \$3,000	NACo Legislative Conference Washington, D.C. February 21 – 24, 2026	February 25, 2026 – April 3, 2026
	NACo Annual Conference New Orleans, LA/Orleans Parrish July 17 – 20, 2026	July 21, 2026 – August 28, 2026

2027 ACCG Scholarship: \$3,000	ACCG Annual Conference Savannah/Chatham County April 22 – 25, 2027	April 26, 2027 – May 28, 2027
	ACCG Legislative Leadership Conference Jekyll Island/Glynn County October 6 – 8, 2027	October 11, 2027 – November 19, 2027
2027 NACo Scholarship: \$5,000	NACo Annual Conference Savannah/Chatham County July 23 – 26, 2027	July 27, 2027 – September 3, 2027

EXPENSES ELIGIBLE FOR REIMBURSEMENT

ACCG will reimburse the county for any conference-related expenses incurred as explained below. ACCG will not directly reimburse any county elected officials or staff through this program. Counties should reimburse county elected officials or staff for conference expenses using their traditional expense reporting processes.

Eligible Expenses	Reimbursement Guidelines	Additional Clarification / Receipts Required
Conference Registration	Reimbursement for registration will be paid based on the registration receipt.	The registration receipt must be submitted as part of the reimbursement request. By submitting the registration receipt, the county is confirming that the person attended the conference.
Hotel/Overnight Accommodations	Reimbursement for hotel, including fees and parking, will be paid based on the hotel folio. <u>Total Nights Covered:</u> ACCG Annual Conference - 4 ACCG Legislative Leadership Conference - 3 NACo Legislative Conference - 4 NACo Annual Conference - 4	The hotel folio must be submitted as part of the reimbursement request. The room rate submitted for reimbursement may not exceed the cost of the most expensive hotel included in the conference room block.
Travel	Reimbursement for airfare based on the airline receipt. Reimbursement for a rental car based on the rental car and gas receipts. Reimbursement for mileage using a county or personal vehicle at the prevailing rate set by the IRS.	No receipts are required for submitting reimbursement for mileage using a county or personal vehicle as long as the mileage submitted is roughly equal to the distance from the county seat to the conference location. Gas receipts may not be submitted when

	Reimbursement for gas is not included when mileage is submitted.	requesting mileage reimbursement.
Expenses	This reimbursement is for a flat amount of \$100 per day for meals and other expenses (tips, parking not at a hotel, etc.). <u>Total Days Covered:</u> ACCG Annual Conference - 4 ACCG Legislative Leadership Conference - 3 NACo Legislative Conference - 4 NACo Annual Conference - 4	No receipts are required for submitting reimbursement for expenses.

SCHOLARSHIP REIMBURSEMENT PORTAL

1. The Chief Elected Official or his or her designee of each county must **designate one person** to enter reimbursement requests into the scholarship portal. This person should have a clear understanding of how reimbursed funds will be allocated back to the county budget once they are received.
2. Go to <https://scholarship.accg.org/> to set up the county's account.
 - Click on Create New Account.
 - Enter the contact person's information.
 - The account username will be your email.
 - Create and confirm a password for the account. If you created the password as you accessed the portal, you do not need to change it here.
 - Note: If your county's name is not in the drop-down box, this means that someone from your county has already created an account. Contact ACCG for more information.
3. Complete the **Reimbursement Information** section to indicate how the county wants to be reimbursed.
 - Select the Reimbursement Payment Method (Mail Check or Pay by ACH).
 - For payment by check, no additional action is needed. The check will be mailed to the county's primary address.
 - For payment by ACH, download the Reimbursement Information Request Form. Complete this form and upload it back to the system by selecting Choose File. Please make sure that there are two signatures on the form. Once completed, click on Submit ACH Form.

4. Click on **Submit Reimbursement** to enter a reimbursement request.
- You will only see conferences to select that are open for reimbursement. See the Reimbursement Submission Periods listed on page one.
 - You will only enter reimbursement for one person at a time. Enter the fields requested to complete the reimbursement request for the person that attended the conference and upload supporting documentation.
 - The following questions will be asked as part of the reimbursement request:
 - Is this the first time this person has attended this conference?
 - Has anyone from your county attended this conference in the last 4 years?
 - Remember supporting documentation must be uploaded for reimbursements for conference registration, hotel, airfare and car rentals (including gas). Documents accepted include PDF, JPG, PNG, DOC, XLS (max 10 MB each).
 - When all fields are completed and the supporting documents are uploaded, check the box that indicates that you understand if the requested total exceeds the scholarship's remaining funds, the payment will be limited to the remaining funds available.
 - Click on Submit Request.
 - A summary box will appear that indicates the conference scholarship selected and the total submitted. From this box, you can Go Back & Edit the submission or Confirm & Submit.
 - The county contact will receive an email notification to confirm the reimbursement submission, when the reimbursement submission has been approved, and when the reimbursement submission has been paid. Reimbursements will be paid no later than two weeks following the last date of the scholarship reimbursement period on page one.
5. **My Requests** tracks reimbursements that you are able to edit as long as the Status is Pending.
6. The **County Dashboard** tracks where reimbursement requests are in the review process and track the use of the scholarship funds.

Reimbursements In Review	Reimbursements submitted by the county that can still be edited. Once ACCG has started to review the request, the county will not be able to edit this request unless ACCG sends it back for modifications.
Approved	Indicates reimbursements that have been Approved by ACCG and submitted to Finance for payment.
Paid by Finance	Indicates payment has been sent for this reimbursement.

The **By Association** sections track expenditures spent for each scholarship.

Pending/Received	Indicates reimbursements that have been submitted to ACCG.
Approved	Indicates reimbursements that have been approved by ACCG, but payments have not been sent.
Paid	Indicates payment has been sent for this reimbursement.
Remaining	Indicates the amount of remaining funds for reach scholarship (for 2026, \$3,000 for ACCG and \$3,000 for NACo).

7. If counties need to change the contact person, portal credentials or reimbursement preference (check or ACH), or make modifications to a submitted reimbursement, please contact:

- Beth Brown, Administration & Operations Director at bbrown@accg.org / 770-262-5092
- Rick Howell, Information Technology Manager at rhowell@accg.org / 404-450-3618
- Stephanie Wright, Operations Coordinator at swright@accg.org / 404-579-8530

FREQUENTLY ASKED QUESTIONS

1. Why isn't my county listed when I try to create an account?

If someone has already created an account for your county, the county's name will not be listed in the drop-down box. Contact Stephanie Wright at swright@accg.org / 404-579-5092 to find out who has established credentials for your county. Only one person per county may create an account. If the contact for your county needs to be changed, ACCG can work with you to get that information updated.

2. How to I change my portal contact or how the county would like to be reimbursed?

Only ACCG can change the portal contact or how the county would like to be reimbursed once the initial portal account is established. Contact Beth Brown at bbrown@accg.org / 770-262-5092 to make changes to these items.

3. My county has decided to divide the ACCG \$3,000 scholarship reimbursement among five commissioners (\$600 each). How should I submit these reimbursement requests since the requested total won't match the receipts that are submitted?

Please submit a reimbursement request for at least \$600 for each individual. For example, you could request reimbursement for a conference registration for \$875 and upload that receipt. In the box for conference registration, you would enter \$600. Then, in the Notes

box, please indicate that you are only requesting reimbursement for \$600 even though the receipt submitted was for \$875 due to the way the county has chosen to use the funds.