

DAS AIF PY 2023-2024
AIF- Training Expense Report

Local Education Agency:
Program Name(s): ¹

Line Item	Expense Item	Total Expense
ADMINISTRATIVE EXPENSES ²		
A.	Staff Salaries	
B.	Number of full-time equivalents	
C.	Staff Benefit Cost	
D.	Staff Benefit Rate (percent)	
E.	Travel	
F.	Operating Overhead	
	Total Administrative Expenses	
INSTRUCTIONAL EXPENSES		
G.	Staff Salaries	
H.	Number of full-time equivalents	
I..	Staff Benefit Cost	
J.	Staff Benefit Rate (percent)	
K.	Travel	
L..	Training Materials	
M.	Train the Trainer	
N.	Exam Cost	
O.	Other (describe):	
P.	Tuition Amount (CSU, UC, CC) ³	
	Total Instructional Expenses	
TOTAL EXPENSES		
	Total Expenses	
	Total Requested AIF-T Reimbursement	

¹ If an LEA is submitting for reimbursement for more than one program, they have the option to either provide 1 expense report per program or roll up the expense report for all programs. Indicate in the header the Program Name(s) to explain which program(s) this expense report encompasses.

² A maximum of 20% of the requested reimbursement can be utilized for Administrative expenses.

³ If the LEA is a Community College (CC), CA State University(CSU) or University of CA(UC) in which the education for the apprenticeship program is delivered through for-credit education through the LEA, then those LEAs can report the total tuition cost as an alternative to the itemized instructional expenses G-O. All other LEAs and contexts of instructional delivery must itemize G-O.