# Program Name: Click or tap here to enter text.

**Lead Applicant Name:** Click or tap here to enter text.

*In this narrative expense report, provide breakouts and narrative around all expenses articulated in the AIF-Support Expense Report.*

# A. (A-D) Staff Salaries:

| Position | FTE x Monthly Salary x Time | Benefits | Total (FTE X Salary X Time) + Benefits |
| --- | --- | --- | --- |
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***Describe the role(s) of the position(s) related to the apprenticeship:***

Click or tap here to enter text.

**E. Travel $**Click or tap here to enter text.

Describe details of included travel and connection to apprenticeship.

Click or tap here to enter text.

**F. Marketing and Outreach Cost $**Click or tap here to enter text.

Describe marketing and outreach expenses not related to FTE such as paid advertising, event fees, market research or other such costs

Click or tap here to enter text.

**G. Apprentices Support Services $**Click or tap here to enter text.

Describe the specific services provided and related costs.

Click or tap here to enter text.

**H. Employer Incentives $**Click or tap here to enter text.

Detail all employer incentives, how they are structured and what costs they cover.

Click or tap here to enter text.

# I. Operating Expenses $ Click or tap here to enter text.

*Detail the operating expenses related to running the apprenticeship program such as rent, software, insurance, accounting, office supplies, communications, marketing and any other such costs.*

# Click or tap here to enter text.

# J. Large Purchase Equipment\* $Click or tap here to enter text.

Greater than $5,000: List name of item, cost, and quantity purchased.

# Click or tap here to enter text.

# K. Contractual services $Click or tap here to enter text.

Describe all services that you contracted out.

# Click or tap here to enter text.

# L. Other $Click or tap here to enter text.

Clearly explain these costs, which do not fit into the specific categories above.

Click or tap here to enter text.