# Local Education Agency:

**Program Name(s):**

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

**ADMINISTRATIVE EXPENSES**

# A. (A-D) Staff Salaries:

|  |  |  |  |
| --- | --- | --- | --- |
| Position | FTE x Monthly Salary x Time | Benefits | Total (FTE X Salary X Time) + Benefits |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Describe the role(s) of the position(s) related to the apprenticeship:***

**E. Travel $**

Describe details of included travel and connection to apprenticeship.

# F. Operating Overhead $ 0.00

Detail all Operating Overhead costs.

**INSTRUCTIONAL EXPENSES**

*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 in Section P as an alternative to the itemized instructional expenses G-O. All other LEAs and contexts of instructional delivery must itemize G-O.*

# G. (G-J) Staff Salaries:

|  |  |  |  |
| --- | --- | --- | --- |
| Position | FTE x Monthly Salary x Time | Benefits | Total (FTE X Salary X Time) + Benefits |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Describe the role(s) of the position(s) related to the apprenticeship instruction:***

**K. Travel $**

Describe details.

**L. Training Materials Cost $**

Describe expenses related to training materials for the apprentices and apprentice instruction.

# M. Train the Trainer $

Describe the specific training that was provided to the trainers

# N. Exam Costs $

Describe costs related to licensure or other exams.

# O. Other $

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

**P. Tuition Amount $**

Only LEAs that are CC, CSU, or UC in which the education for the apprenticeship program is delivered through for-credit education through the LEA can utilize this section as an alternative to the itemized instructional expenses G-O. In this section describe the total tuition cost. If the LEA is a CSU or UC and is charging tuition, they are required to reduce the tuition charged by at least 80% of the amount of AIF-T received. In this context, use this section to describe the total tuition expense and how that is being offset by AIF-T.