DAS AIF PY 2024-2025

AIF- Training Expense Report

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| **Local Education Agency:** Click or tap here to enter text. |
| **Program Name(s):** Click or tap here to enter text. |

| **Line Item** | **Expense Item** | **Total Expense** |
| --- | --- | --- |
|  | **ADMINISTRATIVE EXPENSES** 2 |  |
| A. | Staff Salaries | Click or tap here to enter text. |
| B. | Number of full-time equivalents | Click or tap here to enter text. |
| C. | Staff Benefit Cost | Click or tap here to enter text. |
| D. | Staff Benefit Rate (percent) | 0.00% |
| E. | Travel | Click or tap here to enter text. |
| F. | Operating Overhead | Click or tap here to enter text. |
|  | **Total Administrative Expenses** | $ 0.00 |
|  | **INSTRUCTIONAL EXPENSES** |  |
| G. | Staff Salaries | Click or tap here to enter text. |
| H. | Number of full-time equivalents | Click or tap here to enter text. |
| I. | Staff Benefit Cost | Click or tap here to enter text. |
| J. | Staff Benefit Rate (percent) | 0.00% |
| K. | Travel | Click or tap here to enter text. |
| L | Training Materials | Click or tap here to enter text. |
| M. | Train the Trainer | Click or tap here to enter text. |
| N. | Exam Cost | Click or tap here to enter text. |
| O. | Other (describe): | Click or tap here to enter text. |
|  |  |  |
| P. | Tuition Amount (CSU, UC, CC) 3 | Click or tap here to enter text. |
|  |  |  |
|  | **Total Instructional Expenses** | $ 0.00 |
|  | **TOTAL EXPENSES** |  |
|  | **Total Expenses** | $ 0.00 |
|  |  |  |
|  | **Total Requested AIF-T Reimbursement** | Click or tap here to enter text. |

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.