

DAS AIF PY 2024-2025  
AIF- Training Expense Report

<b>Local Education Agency:</b>
<b>Program Name(s):</b>

Line Item	Expense Item	Total Expense
<b>ADMINISTRATIVE EXPENSES <sup>2</sup></b>		
A.	Staff Salaries	
B.	Number of full-time equivalents	
C.	Staff Benefit Cost	
D.	Staff Benefit Rate (percent)	
E.	Travel	
F.	Operating Overhead	
	<b>Total Administrative Expenses</b>	
<b>INSTRUCTIONAL EXPENSES</b>		
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) <sup>3</sup>	
	<b>Total Instructional Expenses</b>	
<b>TOTAL EXPENSES</b>		
	<b>Total Expenses</b>	
	<b>Total Requested AIF-T Reimbursement</b>	

<sup>1</sup> 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.

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

<sup>3</sup> 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.