

# State and Federal Programs

## Reimbursement Claim Instructions

For each funded CTE program you should receive a reimbursement claim based on the FY2012 Annual Plan or Revised Budget. Please review all data, make any necessary changes and complete “Actual Expenditures” column on the claim form for all categories. Any forms that you may need can be found on our website at [www.nd.gov/cte/forms](http://www.nd.gov/cte/forms).

**Regular Programs** - the signed reimbursement claim and all supporting documentation such as Travel Expense Reports or Equipment & Instructional Materials must be submitted to our office by **May 31, 2012**.

**Federal Programs** - the signed reimbursement claim and supporting documentation such as Travel Expense Reports or Equipment & Instructional Materials must be submitted as soon as possible after the contract date.

### **Instructor Salary**

- Indicate any changes in instructor’s name, contract days or percent of time on the claim form. The percent of time should correspond with the master teaching schedule.

Note: Percent of Time is determined by the number of periods in a day that the CTE instructor teaches an approved CTE program in relationship to the total number of class periods taught in a day (based on a 7 or 8 period day). Two periods of prep time can be included as part of the CTE approved program if an instructor teaches at least four periods of CTE, if three or less periods are taught, then only one prep period will be allowed. Other non-CTE duties such as study hall or monitoring cannot be counted. Refer to Percent of Time table.

- Provide a copy of each of the teacher’s contract in support of reimbursable salaries.
- Indicate the actual salary amount for instructor in the “Actual Expenses” column.
- Do not include fringe benefits with the total instructional salary. Fringe benefits are to be listed separately in the appropriate spaces provided.

### **Travel**

- Indicate the amount of travel claimed for reimbursement. One legible copy of each approved travel claim paid by the school must accompany your claim using the Travel and Expense Report form (SFN 7656). Travel will be reimbursed as outlined in the policy adopted by the State Board for Career and Technical Education. The policy can be found at [www.nd.gov/cte/forms](http://www.nd.gov/cte/forms).

### **Equipment and Instructional Materials**

- To claim equipment purchases, complete Section B “Purchased Items” on the CTE approved Equipment and Instructional Materials form (SFN 15263) that was returned to you. All equipment and instructional materials funded through the Department of Career and Technical Education must be pre-approved prior to purchase, be instructional in nature, remain in the CTE program area and the school district or institution must assume accountability for all items purchased with federal or state funds.
- Do not send copies of invoices to our office. A paid invoice must be on file in the local school’s fiscal office and retained in compliance with state and federal regulations.
- Serial numbers must be provided for equipment on the Equipment and Instructional Materials form (SFN 15263). For inventory purposes, computer equipment and related items will be classified in the following manner:
  1. CPU units, keyboard and monitor are considered one unit, but all serial numbers must be provided.
  2. Printers will be considered a separate item and serial numbers must be provided.

Approved equipment and instructional materials was to be purchased or a purchase order in place no later than **February 1, 2012**. Any equipment traded which was originally purchased, in whole or in part, with CTE funds must have prior approval from CTE before disposition takes place.

**Other** - Include all other items that pertain to the direct cost of the program.

**Certification** – Administrator’s signature and date must be obtained prior to submission of the reimbursement claim.