

## LETRS REIMBURSEMENT FORM GUIDANCE

When a claim for reimbursement is created, the bottom of the screen will have this form. A new row will need to be added for each teacher the claim is being made for.

For the expenditures being claimed during this performance period, please list the following

**Teachers Trained Details** - Multi-List + Add Row

Elementary Building Name	Teacher Name	Teacher Role and Grade Levels Served	Level of Training	Projected Completion Date
No Data for Table				
<span>+ Add Row</span>				

After clicking "Add Row" this screen will appear:

For the expenditures being claimed during this performance period, please list the following

**Teachers Trained Details** Save Form

**Elementary Building Name\*:**   
100 character(s) left

**Teacher Name\*:**   
100 character(s) left

**Teacher Role and Grade Levels Served\*:**   
200 character(s) left

**Level of Training\*:**

**Projected Completion Date\*:**   
100 character(s) left

Save Form

Fill the form out completely before submitting the claim for reimbursement.