

# State and Federal Programs

## Reimbursement Claim Instructions

For each funded CTE program you should have a reimbursement claim in your BRP work queue based on the Annual Plan or Revised Budget. If you are unable to access this information, please contact us. Review all data, make any necessary changes and enter actual expenditures for all categories.

State Funded Programs – Submit to our office by **May 31**

Federal Funded Programs – Submit to our office as soon as possible

### Instructor and Salary

- Indicate any changes in instructor's name, contract days, % of time and salary. The % of time should correspond with the master teaching schedule. Do not include fringe benefits with the total instructional salary. Fringe benefits are to be listed separately.
- Upload a copy of each teacher's contract in support of reimbursable salaries.
- Upload Advisory Committee minutes and committee member names using form SFN 15256.
- Upload a Master Teaching Schedule if not previously submitted.

### Travel

- Enter travel logs. Travel will be reimbursed as outlined in the policy adopted by the State Board for Career and Technical Education. Instructions for logging travel can be found in BRP manual. All documents can be found at <https://www.cte.nd.gov/educators/budgeting-finance>
- All travel receipts must be uploaded into BRP.

### Equipment and Instructional Materials

- 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. Enter purchase date, quantity and dollar amount.
- Copies of invoices must be uploaded. 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. 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.

Deadline for approved equipment and instructional materials purchases is **February 1**. Any equipment traded which was originally purchased, in whole or in part, with the Department of Career and Technical Education funds must have prior approval from CTE before disposition takes place.

Supplemental - Include all other items that pertain to the direct cost of the program and upload documentation.

Certification – Administrator needs to sign and date before submitting online reimbursement claim.