

# Continuing Education Grant Reimbursements Instructions

The Continuing Education (CE) Grant Program is structured to allow federal Library Service and Technology Act (LSTA) funds to be used in combination with funds either provided by you, your institution, or others as outlined in the application, to defray expenses incurred as a result of attending training or other continuing education event. Only expenses allowable by state travel regulations can be considered either for matching or for reimbursement; a copy of these can be found at <http://www.ofm.wa.gov/policysc/10sc29.htm>.

To be reimbursed for your CE grant expenses, you must submit your claim form, written report, and your expenditure documentation (described below) to WSL for review and approval. Unless there are extenuating circumstances, your claim must be received **within 60 days of completion** (or the next closest business day) of the CE event to be eligible for reimbursement; this date is listed both on your award letter and claim form. **Extensions are not granted automatically; if you need an extension, you must contact the CE Coordinator to request one.** If you have questions or concerns, please contact Anne Yarbrough (Grant and Contract Specialist) at 360-704-5246 or (e-mail) [ayarbrough@secstate.wa.gov](mailto:ayarbrough@secstate.wa.gov).

## 1. Washington State Library's Continuing Education (CE) Grant Claim form

### a. Grantee information and CE grant/event information

Information from your original CE Grant application is reflected; please make corrections to the grantee information if your contact information is incorrect or has changed.

### b. Original budget (un-shaded area)

1. Please review the budget information, as it was approved by the State Library **before your event**. If you have questions about differences between the budget figures on your CE grant application and the budget reflected on your claim form, contact Anne Yarbrough *immediately* upon receipt of your award letter. Substantial changes may not be possible if your event date is imminent.
2. Your CE Grant Award amount is 50% (or less) of your total approved budget, but not more than \$750 per event (for individuals) or \$3,000 (for organizations).

### c. Actual expenditures (shaded area)

After your CE event, complete this area to reflect the real costs incurred in the course of your CE event. **Documentation must be provided to substantiate all funds reflected on the claim; please do not round.** Specific documentation required for each type of expense is described below.

### d. Signature area

An original (not photocopied or facsimile) signature is required of both the grantee/claimant and supervisor/director. The supervisor/director should be the same person that was indicated as your sponsor on your grant application. Additionally, please print their name in the space provided.

## 2. Documentation to support (actual) expenditures claimed (for both match and LSTA grant)

Receipts must be provided for *all* expenses.

### a. Travel

1. **Mileage** (The 'Mileage' section must be completed if you drove a personal vehicle.)
  - Mileage is reimbursed to driver only, not passengers or carpoolers, and only if a *personal vehicle* is used.
  - Mileage is reimbursed at the rate allowable by Washington State, currently \$0.505/mile; *fuel receipts are not needed*.
  - Sign the statement indicating you drove your personal vehicle (found on page 2 of the claim form, under the 'Mileage' section). Include a printed, mapped route from your starting and ending locations (from MapQuest, Yahoo Maps, Streets & Trips, etc.) with the number of miles driven indicated. Please note if you made multiple round-trips.
  - Indicate the total number of miles driven and complete the calculation.

**2. Agency vehicle**

Provide fuel receipts (not mileage).

**3. Rental car**

Provide receipts from your rental car company that show the number of days for the rental and final amount paid, plus fuel receipts.

**4. Motor Pool vehicle**

Provide documentation for the cost incurred for your use of the motor pool vehicle.

**5. Plane/train/bus/ferry**

Receipt from travel provider (airline, travel agent, etc.) indicating total amount paid and reflecting a zero balance. If receipt does not reflect zero balance, additional documentation to prove payment will be necessary (copy of a credit card or bank statement— please highlight the appropriate line and white out your account number). This document should include your itinerary.

**6. Taxis, vans, etc.**

Receipt from travel provider.

**7. Parking**

Receipt from provider. For hotel parking, itemized hotel receipt is sufficient.

**b. Lodging**

1. Itemized receipt from hotel indicating zero balance. If receipt does not reflect zero balance, proof of payment is also required (copy of a credit card or bank statement — please highlight the appropriate line and white out your account number).
2. Items that may not be included in this category include: in-room movies/games, mini-bar items, room service, safe, etc. Parking should be reported under Travel, even if it appears on the lodging receipt.
3. Lodging rates (before taxes) cannot exceed federal per diem rates for your event location; please request a government rate, if applicable, when making reservations. For conferences where special conference rates may be higher, the federal government allows for a 25% increase over normal location rates. Identify which rate you paid on the claim form.
4. If you share a room with other attendees, state so and then include only your share of the costs. If you share a room with a non-attendee such as a family member, claim only what it would have cost if you were by yourself.

**c. Conference meals**

1. Only meals included with conference activities, i.e., speaker luncheons, may be claimed. Use actual costs of meal event and provide documentation in the form of your itemized conference registration.
2. Conferences or training where meals are included in the cost of the event and cannot be separated from the conference registration fee should be included under 'conference fees.'

**d. Registration fees**

1. Itemized conference or training event registration receipt and proof of payment is required.
2. LSTA funds cannot be used to pay for professional membership dues or toward any additional fees incurred in the pursuit of a degree or certificate (clock hours or credits).

**e. Substitute librarians**

**You must provide proof of payment** for a substitute (show amount paid, date paid, warrant # or if by electronic transfer).

**f. Other**

1. Itemize each item under a new line.
2. Example of "other": purchase of course materials required for training.

**3. CE Event Evaluation**

Provide answers for *all questions* on the claim form. You may use additional sheets as necessary. If you choose not to use the form provided, please include the following information at the top of your narrative: grantee name, grant ID, CE event, and CE event.