

## 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/policy/10.htm>

To be reimbursed for your CE grant expenses, you must submit your claim form (both hard copy and electronic), narrative report, and your expenditure documentation (described below) to WSL for review and approval within **60 days of completion** (this date is listed both on your award letter and claim form). **Extensions are not granted automatically; you must request one.** If you have questions, concerns, or need an extension or another electronic form, please contact Leanna Hammond at 360.704.7133 or [leanna.hammond@sos.wa.gov](mailto:leanna.hammond@sos.wa.gov).

Step 1— Email the electronic claim form and narrative report to [leanna.hammond@sos.wa.gov](mailto:leanna.hammond@sos.wa.gov).

Step 2— Mail the claim form with original signatures and all required documentation to

WSL, CE Grant Program  
PO Box 42460  
Olympia, WA 98504-2460.

Please keep copies of all materials for your records.

### I. 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 WSL *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 75% (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 for 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.

**II. 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 your 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 \$0.565/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**

- Mileage is reimbursed at the "per mile rate" of the State Fleet Vehicle Short-Term Rental Rates found at <https://fortress.wa.gov/ga/apps/MPWeb/ShortTermRentalRates.aspx> — *Fuel receipts are not needed*.
- Provide 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, specify the type of agency vehicle driven (based on above chart. and complete the calculation.

**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. You must live more than 50 miles from the event to qualify for lodging reimbursement.

2. Provide *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 cross out your account number).
  3. Items not allowable for reimbursement 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.
  4. Lodging rates (before taxes) cannot exceed: a) the federal per diem rates for the event location; or b) the conference rate (maximum of 25% over per diem rates). **When making reservations, request either the government rate or the conference rate.** Identify which rate you paid on the claim form.
  5. If you shared a room with other attendees, state so and then include only your share of the costs. If you shared a room with a non-attendee such as a family member, claim only what it would have cost if you were by yourself.
- c. Registration fees**
1. *Itemized* registration receipt or registration form **and proof of payment** are required.
  2. LSTA funds can NOT be used to pay for meals; social activities; professional membership dues; or toward any additional fees incurred in the pursuit of a degree or certificate (clock hours or credits);
- d. Substitute librarians**
- Provide **proof of payment** for a substitute (show amount paid, date paid, warrant # or if by electronic transfer). A hardship waiver is required upon application in order for substitute time to be reimbursed.
- e. Required workbooks or textbooks for training**
- Provide itemized receipt with proof of payment.

### **III. CE Event Evaluation (Narrative Report)**

Provide answers for *all questions* on the claim form and submit as instructed on the form.