

**Instructions for Form CS7/10R**  
**Actual Program Expenditure Report and Reimbursement Request**  
**(STATE FUNDED PROGRAMS ONLY)**

06/10

**Please Note: The Form 10-R can be accessed at:**  
<https://pte-webdata1.pte.idaho.gov/sec/login.asp>

A CS7/10R form must be filed online with the State Division of Professional-Technical Education for each approved program by July 15 of each year. (Please refer to the enclosed "Instructions for Fiscal Person" for more information on submitting the forms online.) The CS7/10R form should reflect the program expenses for the complete year and will provide the basis for the final payment. If all information is available, the CS7/10R may be submitted any time prior to July 15. Late CS7/10R's may be accepted under exceptional circumstances, but in any case ***if Form CS7/10R's are received after September 30, the district will be ineligible to participate in the 70% initial reimbursement for FY2011 in December.***

An Inventory Record (Form 25) must also be submitted listing all equipment with a cost of \$500 or more per unit included in the reimbursement requests. A separate Form 25 should be submitted for each program.

Please complete **all three columns**: **Prof-Tech Reimb. Request, Other Funding Sources and Total All Sources**. You will not need to complete the Year-to-Date part of each column. (The Year-To-Date columns are only used on Federal projects where reimbursement can be requested quarterly.) The PROF-TECH REIMBURSEMENT REQUEST column should reflect only those expenses that are to be reimbursed by the Division. The OTHER FUNDING SOURCES column should reflect the local contribution. The TOTAL COST column should reflect all sources of funds including local district contribution and other Federal funds being used in the program (such as Perkins and Tech Prep). The CS7/10R should be based on the Budget Request (Form 10F) submitted last year.

**Row Instructions**

- 1:** Expenses associated with Professional-Technical salary and benefits: Regular salaries are not eligible for reimbursement although time beyond the normal academic year is reimbursable. Only the benefits associated with the part of the salary being reimbursed by the Division may be claimed. Reimbursement requests should reflect salaries paid within the fiscal year.
- 2:** Travel expenses: Include expenses associated with instructor travel for professional development, specialized instruction and supervision of student contests and conferences. (The Division does not reimburse teacher travel to student conferences through a separate process.) Approvable activities include, but are not limited to: professional seminars, workshops, state sponsored meetings, summer conference and back-to-industry experiences related to the Professional-Technical program. (Workshop fees may be included, but not professional dues or tuition costs.)
- 3:** Expenses not fitting into the other 4 categories: The primary use for this category will be for outside services contracted by the district.
- 4:** Expenses for Professional-Technical instructional materials and supplies: Only those expenses other than those associated with a regular instructional class may be included. For instance, routine teacher supplies, chalk and textbooks would not be eligible for reimbursement.
- 5:** Equipment expenses: **Equipment is defined as tangible property having a useful life of more than two years and an acquisition cost of \$500 or more per unit.** The reimbursed equipment is to be detailed on the Inventory Record (Form 25). Equipment must have been paid for by June 30.

The GRAND TOTAL of the REIMBURSEMENT REQUEST column cannot exceed the total authorized by the Division, and shown at the top of the form.