

## Incumbent Worker Training Program (IWTP) Invoice Supporting Documentation Guidelines

Expenditures must be in agreement with costs shown in the approved application and subsequent variations, revisions, and/or amendments. If the cost of an item exceeds the price listed in the approved application (with the exception of Materials and Supplies and Non-Consumables), prior written approval must be obtained from the Regional Program Advisor. Prior written approval must be obtained from the Regional Program Advisor for items in the Materials and Supplies and Non Consumables categories that exceed 10% of the price listed in the approved application.

<b>1.</b>	<b>Training Classes</b> (Tuition, Vendors, Seminars)	Include invoices for tuition indicating course name, charges (how total charges are calculated), and date(s) of class(es). As back up documentation attach sign-in sheets <b>OR</b> Certificates of Completion. Only IWTP standardized Sign In Sheets will be allowed. Templates for these Sign In Sheets are available on the LWC website at: <a href="http://www.laworks.net/Downloads/IWTP/BlankIWTPSignInSheets.xls">http://www.laworks.net/Downloads/IWTP/BlankIWTPSignInSheets.xls</a> . Note: There are templates to accommodate Single Day, Multiple Day and Multiple Module training. Certificates of Completion must contain an authorized signature (not computer generated). All training costs will be paid by LWC upon completion of t training. For (Cost Per Student) tuition, <u>if a participant attends less than 100% of the training, LWC will only reimburse that percentage of the tuition, which has been prorated accordingly.</u> For class size projects (Cost per Course), LWC will reimburse the primary training provider 100% of course costs provided a minimum of 75% of scheduled participants are
<b>2.</b>	<b>Semester-Based Tuition</b>	Official registration documents, fee bills, or electronic roster of students indicating trainee's name, course title and semester. Please obtain LWC approval on other documentation.
<b>3.</b>	<b>Web Based/On-Line/CBT Tuition</b>	Automated Course Management System (CMS) report indicating <u>course title, date of class, start and end time, and trainees' names.</u> All training costs will be paid by LWC upon completion of the training. <u>If a participant attends less than 100% of the training, LWC will only reimburse that percentage of the tuition, which has been prorated accordingly.</u>
<b>4.</b>	<b>Administrative Costs (Limited to 10% of Cumulative Expenditures)</b>	Satisfactory performance of the following functions to be verified by LWC: 1) Planning and administrative coordination; 2) Scheduling, tracking, progress and reporting; 3) Accounting and payroll; and 4) Functions related to ordering, receiving, installing and maintaining of equipment, materials/supplies and non-consumables. (Reference IWTP Instruction No. 7).
<b>5.</b>	<b>Registration</b>	Invoice indicating course name, date classes begin, list of trainees names, cost per trainee or the invoice with attached documentation verifying these items.
<b>6.</b>	<b>Travel Expenses</b>	All requests for reimbursement of travel expenditures must comply with State Travel Regulations, PPM 49 and must be submitted on the <u>standardized IWTP Travel Expense Report</u> at the time the tuition expenditures for which travel occurred are submitted. <ol style="list-style-type: none"> <li>1. <b>IWTP Travel Expense Report</b> at: <a href="http://www.laworks.net/Downloads/IWTP/BlankIWTPTravelExpenseReport.xls">http://www.laworks.net/Downloads/IWTP/BlankIWTPTravelExpenseReport.xls</a>  <b>Note:</b> This is a new <u>standardized report</u> to be used for all travel funded by IWTP. Remember to include hotel receipts for overnight travel.</li> <li>2. Refer to Louisiana Travel Guide at <a href="http://www.doa.la.gov/Pages/osp/Travel/TravelPolicy.aspx">http://www.doa.la.gov/Pages/osp/Travel/TravelPolicy.aspx</a>  <b>Note:</b> For most travel questions, pages 10 – 15 are very helpful.</li> </ol>
<b>7.</b>	<b>Materials &amp; Supplies</b> (texts, manuals, audiovisual, software, raw materials, etc.)	Invoice showing description, quantity, cost, and date of receipt of texts/manuals, materials, software, etc. purchased. All purchases must be used for IWTP training and must be ordered and received within a timeframe that allows for reasonable use of such materials within the contract period.
<b>8.</b>	<b>Non-Consumables</b> (equipment, furniture, classroom fixtures)	Invoice showing description, cost, and date of receipt of equipment, furniture, fixture, etc., purchased. All purchases must be used for IWTP training and must be ordered and received within a timeframe that allows for reasonable use of such materials within the contract period.
<b>9.</b>	<b>Other Eligible Costs</b>	Invoice showing description of item, cost and date of receipt. For facility rental, invoice showing name of facility, approximate square footage, cost, days rented and reason for rental or type of training conducted.