

To: All Substitute and Instructional Assistant Training Reimbursement Grant Recipients

Subject: Training Reimbursement Grant Update

Date: Tuesday, March 28, 2023

Dear Grant Recipients,

The Substitute Reimbursement Grants have been released in EGMS and your EGMS grant manager will have received an automated notice that the Award Notification is now available. Prior to submitting any claims, please review the following notes on the reimbursement process:

- For each EGMS claim submitted, a corresponding Reimbursement Request Form for the same amount must be submitted to the [Substitute and Instructional Assistant Training Reimbursement inbox](#).
- The Request Form template is attached to this email, as well as posted to the [Substitute and Instructional Assistant Training Reimbursement Grant webpage](#). EGMS claims will not be approved until the corresponding Request Form has been received and reviewed.
- Please review the instructions on the first tab of the Request Form template prior to filling it out.
- We will review Reimbursement Requests in batches every Thursday and approve the corresponding EGMS claims on Friday.
- Request Forms and EGMS claims must be submitted by the end of the day Wednesday to be reviewed that week. Reimbursement Requests submitted on Thursday or Friday will be reviewed the following week.

Grant funds may be used to reimburse substitutes' and instructional assistants':

- Time in required training
- Cost of tuition or fees for required training
- Conference fees or other professional development expenses
- Travel mileage, meals, and lodging if required training takes place in a different district per [DAS Travel Policies](#) and [GSA Per Diem Rates](#)

Grant funds may also be used to reimburse for a hired trainer, facility rental, and materials for required training of substitutes and instructional assistants.

Did your district previously reimburse substitutes and instructional assistants for time spent in required training during the period April 15, 2022 to June 30, 2023? If so, you can reimburse your district for the money spent.

If you have any questions, please let us know.

Thank you,

[Michelle Merfeld](#)

Substitute Reimbursement Grant Administrator

Finance & Information Technology

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