# TAA Training Related Supply Expenses

# (Effective Jan. 1, 2023)

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| Eligibility Requirements | | To be eligible for training related supplies and/or expenses, you must do **ALL** the following things:  Have a valid TAA training contract which has been signed by the you, your TAA Career Planner, and the school  Maintain satisfactory academic standing  Submit timely and accurate attendance, class schedules & grade reports, and 60-day progress reports  Remain on schedule to complete training by the training end date listed on your TAA training contract  Proof of payment (receipt) is required for direct reimbursements of allowed expense. Proof of payment needs to display purchase date, item description, total cost, and evidence payment was received by supply vendor. Some items require TAA staff approval PRIOR to purchase in order to be reimbursed – see below.  Whenever possible, 3rd party payment agreements will be made directly with authorized vendors to avoid payment or reimbursement of sales tax.  Receipts should be submitted timely. Receipts that are not submitted in a timely manner may not be reimbursable. |
| Supplies that may be covered by TAA  Remember to save your receipts. |  | * **General supplies** * $75 maximum per semester/trimester/quarter (not to exceed $225 per calendar year) * General supplies include but are not limited to notebooks, binders, folders, index cards, printer ink, photocopier cards, paper, printer paper, thumb drives. |
| * **Bookbag/backpack/roller bag or similar** * One-time $75 maximum amount |
| * **Related Fees** * Covered in full (e.g., school parking, graduation fee, laboratory, and other academic fees) |
| * **Books** * Only books listed as required on the syllabus will be purchased by TAA. * If an e-book is required for the class curriculum an additional physical copy will not be paid for unless there is a documented accommodation need. * TAA will pay for required book rentals. |
| Remember to get prior authorization before computer purchase. | * **Computer** * $1000 maximum. The $1000 maximum includes a computer plus any necessary additions such as printer, drawing tablet, camera, or headphones. TAA career planners must approve **prior to purchase** and determine that costs are reasonable.  There is no expectation that the full $1000 will be needed by every participant.   + Additional justification and prior approval are required for computer purchases that exceed $1,000.00. |
|  | * **Internet**   + Internet costs is an allowable expense during the duration of the training program.   + Payments will be prorated based on the training plan start date.   + Internet payments is an allowable expense over breaks in training of less than 30 business days.   + Bundled service packages need to be itemized by the provider and only the internet, internet equipment, and tax portions may be reimbursed.   Submit internet invoices to your TAA Career Planner as you receive them. Proof of payment must be shown. This can be the subsequent invoice showing payment was received. (Last internet payment needs invoice but does not need proof of payment.) |