



Arkansas Division of Higher Education
Workforce Planning Grant

GUIDELINES FOR REQUESTING REIMBURSEMENT

One-time Reimbursement

- Only submit allowed actual expenditures related to planning grant activities incurred during the grant performance period.
- Capital expenditures of equipment, buildings, or property are not allowed during the planning phase.
- Use the provided *Planning Grant One-Time Reimbursement Invoice* template.
- For each expense, also include:
 - The invoice or receipt
 - Proof of payment
- Submit requests to workforce.grants@adhe.edu by January 31, 2025.