



REIMBURSEMENT CLAIM GUIDELINES:

In order to claim reimbursement for eligible training expenses, an applicant must enter and submit a complete reimbursement claim with the following documentation attached:

- Valid receipt(s) for expenses from the training provider and other suppliers; and
- Documentation showing when your training program started.

Documentation is uploaded and attached to a claim in the Canada-BC Job Grant web application. You must attach PDF or scanned images of your documentation in any of the following formats: PDF, JPG, JPEG, PNG, GIF.

Valid receipts must show that you, the Employer, paid for the expenses and include:

- Name of the approved training provider or other supplier;
- Name of the employer;
- Date of the transaction;
- Itemized expense amounts; and
- Proof of payment.

Travel:

Receipts must be attached in order to claim for approved travel expenses, other than for per diems and mileage where receipts are not required. Only receipts for approved travel will be accepted.

Note that the Grant will cover 2/3rds of the maximum allowable reimbursement costs with the exception of the Unemployed Stream where 100% of the maximum allowable reimbursement costs can be covered. Refer to Appendix C of the CJG Criteria for general details on eligible travel expenses and Schedule A of your CJG Agreement for specific details on your approved travel expenses and reimbursement rate.

Where receipts show the participant paid for the expenses associated with training and any travel associated with the training, the Employer must have the Participant complete and sign the **Employer Reimbursement Verification Form**, found on page 2 of these instructions. This form certifies that the Participant has been fully reimbursed by the Employer for expenses. Please complete and attached this form to your claim.

Before submitting, please ensure your Reimbursement Claim information is complete and has attached the documentation necessary to support your claim.

Your reimbursement claim deadline is 30 days following the first day of training and is shown in the system when you start preparing your claim. If you have any questions, please do not hesitate to contact us at CJGReimbursement@gov.bc.ca



CANADA-B.C. JOB GRANT

Employer Reimbursement Verification Form

THIS FORM IS TO BE COMPLETED IF THE PARTICIPANT PAID FOR TRAINING AND HAS BEEN REIMBURSED BY THE EMPLOYER.

Participant to complete and sign:

COMPANY/EMPLOYER NAME:
TRAINING PROGRAM TITLE:
PARTICIPANT NAME:
ACTUAL TRAINING PROGRAM COST PER PARTICIPANT: \$
TOTAL AMOUNT YOU HAVE BEEN REIMBURSED: \$

I, the undersigned, hereby certify that I have been fully reimbursed by my Employer for training that has started.

Participant

Signature

Date

Canada



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