



B.C. Employer Training Grant

Reimbursement Claim Guidelines

You must prepare and submit your reimbursement claim at SkillsTrainingGrants.gov.bc.ca.

A Completed Reimbursement Claim must be submitted within 30 days of the start of training; not submitting within 30 days may result in a cancellation of the Agreement by the Ministry.

Before submitting a claim, ensure that the training has started and that the training provider has been paid in FULL; the full cost of training needs to be paid by the applicant (including any additional approved costs e.g. textbooks).

Receipts and other supporting documentation must be attached to your claim. Attached receipts are considered valid when they show that the employer paid for the expenses in full and include:

- Training start date
- Name of the approved training provider or other supplier
- Name of the employer
- Date of the transaction
- Itemized expense amounts
- Proof of payment

If a participant pays for training related expenses, you must attach an [Employer Reimbursement Verification Form](#) signed by the participant certifying that the participant has been fully reimbursed by the employer.

Travel

Valid receipts are to be provided in order to claim for approved travel expenses, with the exception of meals and mileage where receipts are not required. Only receipts for approved travel will be accepted.

Refer to Appendix C of the Eligibility Criteria for general details on eligible travel expenses and your Schedule A of the Agreement for specific details on your approved travel.

Unemployed Stream 2017/18 fiscal year only

For Applications received for the Unemployed Stream in the 2017/18 fiscal year, the following documentation is required to be attached to your claim:

Proof of unemployment examples:

- Record of Employment
- Recent notice of termination from last employer
- Itemized statement of benefits paid (a breakdown of Employment Insurance benefits received during a calendar year)
- Confirmation of Income Assistance income

If a Social Insurance Number (SIN) is included on any documentation, the SIN must be blacked out.

Where an unemployed person has been out of the labour force for a significant period of time such that they have no other documentation, a signed statement confirming the last period of employment (if any) and the reason for the gap in employment may be accepted. In addition to meeting these criteria, the employer agrees to provide a permanent, full-time job at the end of the training to the participant.

Proof of permanent, full-time employment example:

- Offer letter

If you have any questions, please do not hesitate to contact us at ETGinfo@gov.bc.ca.



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