

## B.C. Employer Training Grant

### How to Claim for Reimbursement

Reimbursement claims and supporting documents must be submitted within 30 days of the training start date. The Ministry may cancel a Grant Agreement if the reimbursement claim is not received during this time. Employers may contact [ETG@gov.bc.ca](mailto:ETG@gov.bc.ca) for support.

#### 1. BEFORE SUBMITTING YOUR CLAIM

- ✓ Training must have started, and the training provider must be paid in full for all approved costs.
- ✓ Employers must pay for all training-related expenses. If an employee (participant) paid for any eligible expenses, employers must fully reimburse the employee before submitting a claim.

#### 2. GATHER RECEIPTS

To be reimbursed for pre-approved expenses, applicants must provide evidence that costs were both incurred and paid. When valid receipts are available, no other proofs of payment are required. A valid receipt is any document that contains the following five elements:

1. Name of vendor (person or training provider you paid)
2. Transaction date (when you paid)
3. Detailed description and quantity of goods or services purchased (what you paid for)
4. Amount paid (including taxes)
5. Method of payment (cash, cheque, or last four digits of credit card)

**NOTE:** For online credit card purchases, the receipt would be a printout or email of the confirmation of purchase, registration, etc., provided by the training provider's website after payment. It may be necessary to print the details of the purchase from a computer screen.

Receipt examples: [Sales Receipt/Paid Invoice](#) | [Paper Receipt](#) | [Email Receipt for Online Purchase](#)

→ We accept clear photos of receipts and other documents taken with a smartphone ←

#### Additional Proof of Payment

Additional proof of payment is only necessary when receipts do not contain all five elements above. The following documents are not sufficient on their own:

- **Cleared cheque**—Provide a copy of the front and back of a cleared cheque. Most cleared cheques are available as scanned images from your online bank account.
- **Credit card or bank statement**—Provide a copy of your credit card or bank statement showing funds were transferred to the training provider. Cover up any details not relevant to the transaction for which reimbursement is requested. Do not cover up your business name or the beneficiary organization (e.g. training provider name).

#### Travel Expenses

If approved for travel expenses, employers must submit a completed [Travel Expense Form](#). Receipts for travel expenses are only required for flights (if applicable).

#### 3. SUBMIT YOUR CLAIM

- Employers can submit a claim online using the [Skills Training Grants System](#).
- Claims are assessed in the order they are received. Claims that are incomplete will be returned. Re-submitted claims will go to the back of the queue causing delay in payment.