B.C. Employer Training Grant

How to Claim for Reimbursement

A completed reimbursement claim must be submitted within 30 days of the training start date. The Ministry may cancel the Agreement if a reimbursement claim is not received during this time.

- A reimbursement claim cannot be completed until all Participant Information Forms (PIFs) have been submitted. PIFs are due five days prior to training starting. Participants must complete and submit their own PIF through the online Skills Training Grants System.
- Before submitting a claim, ensure that training has started and that the training provider has been paid in FULL (this includes any additional approved costs such as textbooks, exams etc.). Participants are NOT to pay for training or any training-related expenses.
- Receipts for exams taken after training is completed must be included in the reimbursement claim.
- Applicants applying for a program that consists of multiple courses or modules with different start dates must pay for ALL courses in full and submit paid receipts within 30 days of the start of the first training course.
- Applicants who are unable to pay for a training program in full must submit a separate application for each course that falls within the approved intake period. Applicants must then submit paid receipts for each individual course.

Claims are submitted using the Skills Training Grants System.

Receipts
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 approved supplier
- Name of the applicant
- Approved training program title
- Itemized expense amounts

At any time, the Ministry may request additional information such as the front and back of a cashed cheque, a credit card or bank statement, or any other information to verify that payment for training was processed.
**NOTE:** If a participant pays for any training related expenses, the employer needs to submit an [Employer Reimbursement Verification Form](#) signed by the participant verifying that the participant has been fully reimbursed by the employer.

Reimbursement claims will be processed once all of the documentation has been received. If you have questions, please email [ETG@gov.bc.ca](mailto:ETG@gov.bc.ca).

**Travel**

For applications submitted February 3, 2020 or later, complete and submit a [Travel Expense Form](#) with your reimbursement claim.

Travel costs are conditionally approved at assessment and will be reviewed once an employer submits their reimbursement claim. The Ministry reserves the right to determine at the time of reviewing a reimbursement claim whether travel costs are eligible and reasonable in relation to the cost of training or for any other reason. Travel costs will not be reimbursed if not conditionally approved and included in the Agreement with the Ministry.

Please refer to Appendix C of the [Eligibility Criteria](#) for details on eligible travel expenses and your Schedule A of the Agreement for specific details on your conditionally-approved travel.