



REIMBURSEMENT CLAIM GUIDELINES:

In order to claim reimbursement for eligible training expenses, the Employer must submit:

- A completed [Reimbursement Claim Form](#);
- A valid receipt(s) for expenses from the Training Provider and/or other supplier; and
- Documentation showing when your training program started.

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 provided 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.

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](#). This form certifies that the Participant has been fully reimbursed by the Employer for expenses. Please include this form with your claim.

Before submitting, please ensure your Reimbursement Claim package is complete. It must include:

- Completed Reimbursement Claim Form
- Receipt(s) verifying full payment was made
- Evidence of start date of training
- Employer Verification Reimbursement Form (if required)

A complete Reimbursement Claim must be received in our office within 30 days following the first day of training. If you have any questions, please do not hesitate to contact us at CJGReimbursement@gov.bc.ca