

B.C. Employer Training Grant

How to Claim for Reimbursement

You must submit a claim to have training expenses repaid, together with receipts and any other supporting documents. If you don't, we may cancel your Grant Agreement. If you have questions or need help, please email us at ETG@gov.bc.ca.

1. BEFORE YOU SUBMIT YOUR CLAIM

- ✓ Training must have started.
- ✓ The training provider must be paid in full for all approved costs.
- ✓ You must pay for all training-related expenses. If a participant paid for any eligible expenses, you must pay back the full amount to the participant.

2. GATHER RECEIPTS

Before we send a reimbursement, you must show that the expenses occurred and that you paid for them. If you have valid receipts, you don't need anything else. A valid receipt is any document with 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), and
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 confirming the purchase, registration, etc. The training provider's website should give this information after you paid. You may have 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 phone ←

Additional Proof of Payment

If your receipt does not show all five elements above, you will need to provide additional proof of payment. The following documents are not acceptable on their own, but they could be additional proof of payment:

- **Cleared cheque**—Provide a copy of the front and back of a cleared cheque. You can usually get a scanned image of a cleared cheque from your online bank account.
- **Credit card or bank statement**—Provide a copy of your card or bank statement showing that you sent money for payment. Cover up your card number and anything that you are not claiming as an expense. Do not cover your business name, the name of the party that received payment, or the amount paid.

Travel Expenses

If we approved travel expenses, you need to submit a [Travel Expense Form](#). Fill in all parts of the form that apply. You need to include receipts for flights and commercial accommodation.

3. SUBMIT YOUR CLAIM

- Submit your claim online using the [Skills Training Grants System](#).
- We assess claims in the order we receive them and will return any claims that are not complete or that do not have valid receipts. If you need to re-submit a claim that we have returned, the claim will go to the back of the queue. This will delay payment.