

# Employer Training Grant Eligibility Criteria

## Appendix C—Travel Policy And Reimbursement Rates

The Employer Training Grant covers part of eligible travel costs to help participants living and working in rural and remote communities in British Columbia who would not be able to get similar training without financial support. All travel costs count toward employer caps (\$300,000 per fiscal year) and participant funding caps (\$10,000 per fiscal year).

We approve travel costs conditionally when we assess an application. We review them again when you submit a claim for reimbursement of expenses.

When you claim reimbursement for travel costs, you must submit a [Travel Expense Form](#) with your claim. We will then decide if the travel costs are eligible and reasonable in relation to the cost of training or for any other reason. We will not reimburse travel costs if they were not pre-approved and included in the agreement with the Ministry.

Travel costs are eligible when all the following conditions are met (we may make exceptions on a case-by-case basis):

- All travel costs must match training start and end dates – no more than one day before or one day after.
- The employer must be located outside of the Capital Regional District and Metro Vancouver Regional District.
- The employer must be in a B.C. community with a population of 25,000 or fewer people.
- The participant sent for training must travel 100 kilometres or more one way to the training site from their home or workplace (whichever is closer to training).
- The participant must take the most economical and practical travel option.
- Where travel is for a partial day, only meals for that part of the day may be claimed. Where a meal is provided without charge, no claim for that meal can be made.

### Eligible Travel Costs

Transportation		Accommodation (per day)	Meals (per day)
Ground	\$0.57 per km	\$150**	Breakfast: \$13.26
Air	\$800 maximum*		Lunch: \$15.34 Dinner: \$26.52 Full day: \$55.12

\*Return flight. Receipts are required for flights. Economy class only. Seat selection charges and baggage fees are not eligible.

\*\*Receipts are required for commercial accommodation. Where a participant uses private accommodation instead of commercial accommodation, you can claim only \$34.93 per night.

You must submit a [Travel Expense Form](#) with all claims, together with receipts for flights and commercial accommodation. You don't need to include receipts for other expenses related to travel. However, we may deny a reimbursement claim if we ask for receipts and you cannot provide them.

Under the Grant Agreement, employers must maintain full, accurate and complete financial records of

all training activities and expenditures for two years. We may audit related records any time in those two years.