

Skills Training Grants (STG) User Guide

Submitting Employer Training Grant Reimbursement Claims

Last Updated: 28 December 2022

1. Log into the [Skills Training Grants page](#) with your BCeID.
2. Scroll down the page to your approved Employer Training Grant (ETG) application, then click “Continue”.

2253841 Training Program A (start date 2021-10-27)
B.C. Employer Training Grant – C19 Impacted Worker Training

APPROVED

Continue

3. Click “Begin Reimbursement Claim”. There must be at least one participant to report a claim.

B.C. Employer Training Grant

Claim Reporting

Reimbursement Claim Due: 2022-06-15

Begin Reimbursement Claim

Claim Status: NOT STARTED

Links: View Application, View Agreement

NOTE: You may see “The Reimbursement Claim Report will become available once training has started”. This indicates that the claim cannot begin until after training has started.

B.C. Employer Training Grant

Claim Reporting

The Reimbursement Claim Report will become available once training has started.

Claim Status: NOT STARTED

Links: View Application, View Agreement

4. On the “Reimbursement Claim” page, click on the participant attendance section to report participant attendance. Once all attendance details are entered & accurate, click “Save Attendance”.

Reimbursement Claim

Read the Reimbursement Guidelines

Participant Attendance INCOMPLETE ▲
Please report attendance for all participants before starting a claim

I certify the following participants received this training

Name	Received Training
Three, Tester	<input type="radio"/> Yes <input type="radio"/> No

Save Attendance

5. On the "Reimbursement Claim" page, click on an expense type category.

Reimbursement Claim	
Read the Reimbursement Guidelines	
Expense Type 1: Examination fees	▼
Expense Type 2: Textbooks	▼
Expense Type 3: Tuition fees	▼
TOTAL REIMBURSEMENT CLAIM:	\$0.00

Click to expand the Expense Type.

6. Enter in the "Paid Amount" and the "Amount for Fees Paid" for each participant. You will need to repeat these steps for all expense types on your reimbursement claim.

Reimbursement Claim	
Read the Reimbursement Guidelines	
Participant Attendance	COMPLETED ▼
Please report attendance for all participants before starting a claim	
Expense Type 1: Tuition fees	▲
TOTAL TUITION FEES	
Total Approved Amount	\$1,000.00
<i>Refer to Schedule A of your Agreement.</i>	
Number of Participants Approved	1
<i>Refer to Schedule A of your Agreement.</i>	
Number of Participants who completed training	1
<i>Participants must submit a Participant Information Form to be included in your claim.</i>	
Paid Amount	\$0.00
<i>Enter the total amount for Tuition fees paid for all participants that attended the training.</i>	
Maximum government contribution per participant	\$0.00
<i>This is the maximum amount you may claim per participant.</i>	
TUITION FEES PER PARTICIPANT	
Now enter the amount for Tuition fees paid for each individual participant.	
<div style="border: 1px solid #ccc; padding: 5px;"><p>Only participants who were approved during the assessment of your application can be included in your reimbursement claim. Please see Schedule A of your Agreement for approved participants. You are responsible for the full cost of training for any participant not listed in Schedule A of your Agreement.</p></div>	
Three, Tester	
Amount for Tuition fees paid	\$0.00
Government contribution per participant	\$0.00
The total Government contribution	\$0.00
TOTAL REIMBURSEMENT CLAIM	\$0.00

The cost of each participant cannot exceed the Maximum Cost per Participant listed under the total training costs.

7. Scroll down to the "Proof of Payment Documents" section and answer the first question about if participants paid for any expenses in your claim. If yes, answer if you have reimbursed them or not.

PROOF OF PAYMENT DOCUMENTS	
Did any participant(s) pay for any expenses included in this claim? *	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
Have you fully reimbursed the participant(s)? *	
<input type="radio"/> Yes <input type="radio"/> No	
Save for later	

Note: you must reimburse participants before submitting your claim.

Have you fully reimbursed the participant(s)? *

Yes No

[You must fully reimburse all participants before you can submit a claim.](#)

8. You will need to include Proof of Payment. Click “Add Attachment”. In the pop up click “Choose File” then select “OK”.

PROOF OF PAYMENT DOCUMENTS

Receipts

To be reimbursed for pre-approved expenses, you 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 for you 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 your 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 (if paid by cheque). Most cleared cheques are available as scanned images.
- **Credit card or bank statement** — Provide a copy of your statement showing funds were transferred to the training provider. Cover details not relevant to the transaction for which reimbursement is requested. Do not include your business name or the beneficiary organization (e.g. training provider name).

Travel Expenses

If applicable, you must attach a completed Travel Expense Form. Receipts for travel expenses only required for flights (if applicable).

Submit Your Claim

For each attachment, enter a description to identify what part of your claim it supports (for example type “Tuition” or “Mandatory student fees” in the description of each attachment).

Accepted file types: PDF, JPG, JPEG, PNG, GIF. Maximum file size: 10 MB.

Add attachment

Add Attachment dialog box:
Name: No file selected [Choose File]
Description: [Text Area] 500 chars left
[Cancel] [Ok]

9. Once all claim details are entered and accurate, click “Submit my claim now”.

NOTE: If you are not ready to submit your claim, you can click “Save for later” to save your reimbursement claim.

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 (if paid by 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 applicable, you must attach a completed [Travel Expense Form](#). Receipts for travel expenses are only required for flights (if applicable).

Submit Your Claim

For each attachment, enter a description to identify what part of your claim it supports (for example, type "Tuition" or "Mandatory student fees" in the description of each attachment).

Accepted file types: PDF, JPG, JPEG, PNG, GIF. Maximum file size is 5 MB.


Attachment	Description	
Test Document.pdf		Edit / Remove
<input type="button" value="Add attachment"/>		
<input type="button" value="Save for later"/>		
<input type="button" value="Submit my claim now"/>		

Click "Save for later" if you are not ready to submit your claim.

10. The page will refresh to show "Review and Submit Reimbursement Claim". Review your reimbursement claim. If you need to make any changes, click "Edit." Once you're finished, tick the "By placing a check mark in this box [...]" checkbox, then click "Submit Claim."

◀ Return

Review and Submit Reimbursement Claim

 Please ensure all paid amounts have been entered correctly for each expense and ensure that receipts and supporting documentation have been attached. After you have reviewed your claim, press the "Submit Claim" button.

Eligible Expense Summary

Edit

Participant Attendance

Please report attendance for all participants before starting a claim

Expense Type 1: Examination fees

TOTAL REIMBURSEMENT CLAIM:

\$60.00

Proof of Payment Documents

There are no attachments.

By placing a check mark in this box, I certify that the claim information I submit is true, accurate and compliant with the Grant Agreement.

Cancel

Submit Claim

11. The claim is now submitted for review by the program area. The Claim Status should now say "Claim Submitted". Click "View Claim" on the application summary page to view its details.

Claim submitted successfully

◀ Home

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Your claim has been submitted. A member of our team will review your claim for accuracy before reimbursements are made. You may return here to check the status of your claim anytime. We may contact you for additional information or to verify details of your claim. **Please respond to these requests as soon as possible.** If we are unable to reach you, your claim may be cancelled by the Ministry.

Claim Status

CLAIM SUBMITTED

Links

[View Application](#)
[View Agreement](#)
[View Participant List](#)
[View Claim](#)

Claim	Submitted	Assessed	Status	Amount
View Claim	2022-10-31		Claim Submitted	\$60.00