

B.C. Employer Training Grant

How to Claim for Reimbursement

Applicants must submit a claim to have training expenses repaid, together with receipts and other supporting documents. Without this documentation, your Grant Agreement may be cancelled. If you have questions or need help, please email us at ETG@gov.bc.ca.

1. BEFORE SUBMITTING YOUR CLAIM

- ✓ Training must have started.
- ✓ The training provider must be paid in full for all approved expenses.
- ✓ The employer must pay for all training-related expenses. If a participant paid for any eligible expenses, the participant must be reimbursed in full.

2. GATHER RECEIPTS AND PROOF OF PAYMENT

The B.C. Employer Training Grant requires valid receipts **and** proof of payment to receive reimbursement.

A valid receipt is any document with the following:

1. Name of approved training provider.
2. Transaction date (when you paid).
3. Training start date.
4. Name of approved course.
5. Amount paid (including taxes).
6. Method of payment (cash, cheque or credit card).

Proof of Payment may include the following:

1. 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.
2. Credit card or bank statement—Provide a copy of your card or bank statement showing that payment to the training provider occurred. 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 recipient, or the amount of the relevant expense.
3. Credit card or debit card receipt – receipts from the training provider that show the last four digits of the credit/debit card number used to pay for training can be used as proof of payment.

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 payment is complete. For cash payments, additional information may be requested. The B.C. Employer Training Grant program may require additional documentation before reimbursement, regardless of the payment method.

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 ←

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

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- 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 or proof of payment. If you have to re-submit a claim that we have returned, the claim will go to the back of the queue. This will delay payment.