



Investing in Skills 2021- 2027

IIS Reimbursement Stage Documentation

Reimbursement Documentation for All Types of training:

- a) Request for Reimbursement
- b) Compete, duly filled in and signed [Financial Identification Form](#)
- c) Certificates and/or result slips¹
- d) Copies of Boarding Passes in the case of Air Travel²
- e) [Participants Report](#) signed by the trainee/s
- f) [Common Immediate Result Indicator Report/s](#) signed by the trainee/s
- g) Photo/s of the IIS Publicity Poster, which was provided by the IB, affixed at a location readily visible to the public, such as the entrance area of a building.

All necessary documents can be found and downloaded from the [Jobsplus website](#).

Additional Reimbursement Documentation for Direct Contact Training ONLY:

- h) [Attendance Sheets \(Template A\)](#) for classroom training. These need to be signed by the trainer/s and trainee/s for each and every session attended. When trainees arrive late or leave early for a session, this is to be clearly documented on the attendance sheet and endorsed by the trainer.

OR Additional Reimbursement Documentation for Online/Distance Learning ONLY:

- i) [Attendance Sheets \(Template B\)](#) for Online/Distance Learning. In the case of online learning, screen shots of the ongoing training sessions are to be presented together with declaration/endorsement of legal representative and trainer including grant number, title of training, date, times and participants details.
- j) In the case of online learning, periodical screen shots of the ongoing training session/s where trainees, dates and timings are clearly identifiable are to be presented.

Submission of Reimbursement Documentation

Once the Grant Agreement has been signed by both parties, you will receive it via email, along with a personalized link to the Request for Reimbursement, where you can upload the reimbursement documents mentioned above.

Need help or more information? You can contact us on 22201300 or email us on iis.jobsplus@gov.mt.

¹ Certificates should ideally include the start and end date of training.

² If boarding passes have been lost, you can ask the airline to issue a Virtual Coupon Record (VCR). Only those VCRs that have the status marked as USED will be accepted instead of the boarding passes.

