Investing in Skills 2021- 2027
IIS Reimbursement Stage Documentation

Reimbursement Documentation for All Types of training:

a) **Request for Reimbursement** (You will receive a personalized link once the Grant Agreement has been signed.)
b) Compete, duly filled in and signed Financial Identification Form
c) Certificates and/or result slips[1]
d) Copies of Boarding Passes in the case of Air Travel[2]
e) Participant Report & Common Immediate Result Indicator Report signed by the trainee/s
f) Photo/s of the IIS Publicity Poster, which was provided by the IB. The Beneficiary must affix this poster in a prominent place within their premises.

All necessary documents can be found and downloaded from the Jobsplus website.

Additional Reimbursement Documentation for Direct Contact Training ONLY:

g) Attendance Sheet **(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:

h) Attendance Sheets **(Template B)** 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. In the case of online learning, representative screenshots of the ongoing training session(s), without the requirement to document each individual session, shall be submitted for verification purposes. Such screenshots shall clearly display the trainees' identities, as well as the corresponding dates and times. In the case of Online Self Led training the identities of the trainee(s) does not need to be displayed.
i) Furthermore, the attendance sheet shall contain a duly completed declaration and formal endorsement by the legal representative. The attendance sheet shall explicitly indicate the grant number, the title of the training programme, the relevant date(s) and time(s), and the full details of the participants and be endorsed by the trainer(s).

Submission of Reimbursement Documentation

Request for Reimbursement including all supporting documentation are to be submitted online through the Jobsplus website. Email or hard copy submissions are not accepted.

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

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[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.

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