



Investing in Skills 2021- 2027

IIS Reimbursement Stage Documentation

Submission of Reimbursement Documentation

The **Request for Reimbursement**, including all supporting documentation, must be submitted online through a dedicated form that will be provided once the Grant Agreement has been signed.

Email or hard copy submissions are not accepted.

Reimbursement Documentation for All Types of training:

- a) **Request for Reimbursement** (You will receive the link once the Grant Agreement has been signed.)
- 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) [Participant Report & CIRI](#) signed by the trainee/s
- f) 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:

- 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 \(Template B\)](#) 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.
- i) 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.

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.