

## Investing in Skills

# IIS Reimbursement Stage Documentation for 2nd Call

### Reimbursement Documentation for All types of Training

- a) Request for Reimbursement
- b) ORIGINAL Financial Identification Form <sup>1</sup>
- c) Certificates and/or result slips<sup>2</sup>
- d) Trainees' Wage Cost Calculator indicating normal working hours. (if wage costs are being claimed)
- 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.
- h) ORIGINAL Boarding Passes<sup>3</sup> or VCRs in the case of Air Travel (if applicable)
- i) IRD certificate of the year of training of each trainee **ONLY** when attendance is equal to or exceeds 200 hours

### Additional Reimbursement Documentation for Direct Contact training ONLY

- j) Attendance Sheets (**Template A**) for classroom/contact 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

- k) 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.
- l) Periodical screenshot of participants attending training. Such screenshots must be in line with the training schedule submitted prior commencement of training.

### Submission of Reimbursement Documentation

Requests for Reimbursements including all supporting documentation are to be submitted via email to [iis.jobsplus@gov.mt](mailto:iis.jobsplus@gov.mt) ; no hard copy of applications or claims for reimbursement, whether submitted by mail, by hand or any other means, will be accepted until further notice.

Need help or more information? You can contact us by using our [contact form](#) or call us on 22201300 or email us on [iis.jobsplus@gov.mt](mailto:iis.jobsplus@gov.mt).

<sup>1</sup> The original Financial ID Form needs to be submitted once. For subsequent claims a copy of the original form will suffice.

<sup>2</sup> Certificates should ideally include the start and end date of training.

<sup>3</sup> 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.