



## 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 slips<sup>1</sup>
- d) Copies of Boarding Passes in the case of Air Travel<sup>2</sup>
- e) [Participant Report](#) signed by the trainee/s
- f) [Common Immediate Result Indicator Report](#) 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 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:

- 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

[Requests for Reimbursements](#) 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](mailto:iis.jobsplus@gov.mt).

---

<sup>1</sup> Certificates should ideally include the start and end date of training.

<sup>2</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.

