

Memorandum

To: Canada Ontario Job Grant (COJG) Service Providers

From: Jacqueline Cureton, Director, Program Delivery Support Branch

Date:

Subject: COJG clarification on requirements for reimbursement of training and travel expenses

I am writing to share additional documentation requirements for Canada Ontario Job Grant (COJG) employers who are submitting training and travel expenses for reimbursement from a service provider or the ministry.

In order to ensure that service providers and the ministry only reimburse employers for services that have actually been received and which are considered eligible pursuant to the terms and conditions of the COJG agreement, the ministry requires service providers to follow a methodical review process that includes analyzing all invoices and/or receipts prior to approval.

When employers submit invoices and/or receipts for reimbursement, please ensure that the following information is clearly identified on each document prior to issuing any reimbursement:

Reimbursement of Training Costs:

Original receipts and/or invoices for reimbursement of training, must be provided on the trainer's company letter and must include:

- Invoice date and amount;
- Organization's HST number;
- Location of training;
- Training course name;
- Purpose of training;
- Name and signature or e-signature (if applicable) of trainer (individual that signed training agreement);
- Payment Period (number of days of training and hours);
- Number of participants;

- Signature of service provider and date on all receipts and/or invoices submitted; and
- Verification that employer did reimburse trainer for services (i.e., bank statement, stamped cheque).

Reimbursement of mileage:

Original receipts and/or invoices for mileage must include:

- Starting address (e.g., from office);
- End location address (e.g., training location);
- Amount of kilometres; and
- Parking receipt with date, time and amount.

Original receipts and/or invoices for travel, using air, taxi or rail must include:

- Location and date(s) of training; and
- Start and end address, time, amount and name.

Please note: Travel costs are only supported when the distance travelled is in excess of the 24 km each way. Travel costs are supported for the most economical rate of transportation, and includes parking.

When all receipts and/or invoices have been reviewed by the service provider or ministry, payments will be released to the employer as part of the final payment.

If you have any additional questions or require further clarification, please contact your Employment and Training Consultant.

Sincerely,
Jacqueline Cureton
Director
Program Delivery Support Branch