Documentation needed to process training reimbursement:

Туре	Attached Verification

Customized Training	1: Attendance/sign in sheet that lists the customers that attended training, number of hours trained, and date.
	2: Name of trainer/instructor with type of training given and it should have a total cost for training for each day. Please also provide a sign-in sheet that shows the individuals did attend each training. (Dated)
	3: A copy of the canceled check where the trainer was paid.

Invoice should accompany all the above items with the total cost of the training knowing the WIB will reimburse up to 50% of the cost based on the availability of funds.

The main thing to remember is there always needs to be documentation accompanying any invoice for training provided to the One Stop. The Workforce Investment Board (WIB) is given specific instructions by the State to be followed concerning these types of contracts. Please let us know if you have any questions.

Thank you, the Staff of the WIB!