A few items to keep in mind as you are gathering your documents and putting things together (based on previous ETIP Grants):

* An employee can only be counted once for the full duration of the grant period (7/1/2022-6/30/2023). If an employee attends more than one training, you can be reimbursed for the training(s) they completed, however the employee cannot be counted more than once. (i.e. only put an “x” next to their name once. It is possible to have some classes show a zero under employees). In the end, it is imperative that each company's Master Training Roster & Your Expenditure Summary Report should show the same number of employees.
* For purposes of the grant, a **new employee** is anyone hired on or after July 1, 2022 and an **existing employee** is anyone hired on or before June 30, 2022.

For each training course we will need the following information:

* Completed ETIP Participating Company Training Course Expense Report.
* External Trainer - copy of invoice, canceled check, or credit card receipt w/proof of credit card payment.
* Copy of check or credit card statement.
	+ For check – copy of the cancelled check (both front and back).
	+ For credit card - credit card statement showing the initial charge and proof of credit card payment after the date of the charge. Example for credit cards – charge was made in October, the November credit card statement will show the October charge, and cancelled check or electronic payment/transfer of funds to the credit card company showing credit card payment.
	+ For ACH – copy of the ACH remittance document
* Internal Trainer - document showing the employee(s) salary.
* Attendance sheet/sign in sheet or certificate(s).
* Completed Master Training Roster Report (you will use the same training roster for the entire grant period just updated as necessary for additional employees).
* Completed Expenditure Summary Report all classes.