

## Mandatory Claims Submission Requirement

Final submissions to the Yves Landry Foundation AIME FPP Initiative Program **MUST** adhere to the following in order to receive final funding approval. These items have been laid out in detail in the 'Program Eligibility Document' guide found on the Yves Landry Foundation website.

**\*\*\* To expedite the process of claims, the last 2 pages include a recommended general checklist which can be a helpful reminder for each section of your claim. All requirements are necessary to be received before funds are released. Please remove HST from your calculation. \*\*\***

### Claims Certification:

All claims submitted to YLF **MUST** contain authorized signatures from the submitting organization claiming costs, as well as the 'Original' Letter of Training Certification signed and dated from the training provider. This Letter of Certification has been provided to you from YLF with the Contract, duplicates may be requested through YLF. The signatures **MUST** be original (not electronic nor a faxed copy of the original). YLF is not obliged to accept any costs as eligible unless the costs are certified. It should be noted that HST is not eligible and cannot be included in any portion of the claim cost.

- i. Sample testing of claims: Any supporting documentation that is not required to be submitted with each claim is subject to random testing by YLF. On a sample basis, YLF will request supporting documentation for various costs. Non-compliance by the Participant could result in payments being held back by YLF.
- ii. Financial Audits: YLF reserves the right to audit the financial reports and supporting documentation of any Eligible Project. A financial audit may be conducted at any point throughout the life of the project and/or a complete project audit may be conducted upon project completion. If for any reason an audit is conducted, the 20% holdback will be retained until after the final audit report is received.

### Eligible Costs:

#### Third Party Trainer:

- Provide original invoices (or request for duplicate originals from your trainer), copies of course certificate completion, and proof of payment, copies of cleared cheques or credit card statements validating proof of payment. Send these via mail in conjunction with the Letter of Training Certification and ensure that a copy is kept for the company's files. All expenses to be claimed incurred on the dated invoice in currencies other than the Canadian Dollar must be converted in accordance to the exchange rates posted at the Bank of Canada website: <http://www.bank-banque-canada.ca/en/rates/exchange-look.html>.

**\*\*Please note that any trainer costs (third party or in-house) to be reimbursed must have its corresponding compensated direct labour claims (if applied for) submitted with it to reflect employee participation during the training days delivered. \*\***

### Training Materials, Rentals, and Equipment:

- Provide original receipts/ invoices and proof of payment (credit card statement/ copy of cleared cheques).

### Food and Refreshments:

- Provide original receipts/ invoices and itemized breakdown of eligible meals and refreshments during the training.
- Proof of payment (credit card statement/ copy of cleared cheques).

## Mandatory Claims Submission Requirement

### Direct Labour:

- Provide signed training attendance sheet and copy of the payroll or paystub for the relevant training dates.

### Travel:

- Travel costs essential to an Eligible Project are eligible, but shall not exceed Treasury Board approved rates. All updates will be posted on the Treasury Board of Canada website found at <http://www.tbs-sct.gc.ca/>. Please contact the YLF office for further clarification.
- Supporting documentation should include the names of the persons participating in the training and must correspond with the travel claim. Attendance records may be required as supporting documentation.
- Original itemized receipts must be submitted along with the final documentation. Copies of original receipts for any travel should be maintained for the duration of the project should they be requested as part of an audit as well as proof of payment (credit card statements or cancelled cheque).
- Meals, accommodations and travel to support the training may be eligible in part, but must be clearly identified in the training proposal.

### General Non-Eligible Costs:

The following expenditures are not eligible under any circumstances:

- All remuneration or fees paid to members of the Board of directors of the Applicant
- Opportunity costs
- Donations in the form of knowledge, goodwill and other such intangibles
- Federal and provincial income taxes, fines or costs related to the prosecution of claims against the government and/or YLF
- Land, buildings and facilities
- Utility fees
- Trademarks
- Personal computers- except used solely as training program equipment
- Capital expenditures, softwares and software licensing
- Companion contracts or value transferred from other projects within a participant's organization
- Uncompensated labour or direct labour without proof of compensation
- Alcoholic beverages and Tobacco
- Any other costs already funded by another organization

### Conclusion:

At the conclusion of the project, participants are expected to produce a simple but comprehensive report that outlines the specific training that was undertaken, the number and types of people trained and the outcome of the training process with respect to tangible benefits that were achieved. YLF Project Managers will use the reports for project success and for formal reports to the YLF Review Committee and to FedDev as required by the funding process. The preparation of specific reports is the responsibility of the project Lead Participant and such reports are due within 4 weeks of the completion of the project as outlined in the project proposal submission.

## Recommended General Checklist

Company Name: \_\_\_\_\_

**At this point, your training milestones have been completed or partially completed. Congratulations!**

**Refer to your signed contract for the schedule of approved amount allocations per category as laid out therein. Receipts included should be itemized in a table referencing the receipt/invoice number.**

**Original Receipts/ Invoices** are mandatory in your package, should you request for these to be returned, include photocopies of the receipts along with the original receipts in your claims package. The copies will be held by YLF. Funding will not be released unless original receipts are reviewed by YLF.

Request of Original Receipt/ Invoice to be returned (check for yes)

**Final Summary Report** should be submitted per claim. The report should state the result of the training with respect to the project proposal.

Final Summary Report attached

**Exchange Rates** if relevant, must be applied in the calculation per receipt. Please specify exchange rate used in accordance with an average per week as stated in the Bank of Canada website.

Date(s) used for exchange rate calculation: \_\_\_\_\_ Average Exchange Rate Used \$1 CAD to: \_\_\_\_\_ \$ USD

### Trainer Expenses

Full reimbursement of trainer expenses must include all of the following, which we have attached:

Letter of Training Certification (Original signature of actual trainer)

Proof of payment to trainer

Invoice(s)/ Receipt(s) for Training (Original)

**Note: Trainers costs are reimbursed only along side with a direct labour claim (if this is included in the original approved financial plan). This demonstrates the trainee's participation during the actual training.**

### Training Materials, Training Equipment, Facility and Other training related rental costs

Attached all of the following:

Original Receipts(s)/ Invoice(s)

Proof of payment (credit card statements/copies of cleared cheques)

### Food and Refreshment for In-house training at 100% Eligible for claim

Attached are the following:

Original Receipts(s)/ Invoice(s)

Proof of payment (credit card statements/ copies of cleared cheques)

**Note: A printout of the breakdown of food and refreshments from the restaurant are required along with the signed receipts. Alcoholic beverages are not covered in the program. Please ensure that these costs including the liquor tax are removed from the calculation.**

## Recommended General Checklist

### Other 100% Approved Eligible Expenses: Trainer's Travel, Food, Hotel; Miscellaneous

Attached are the following:

- Original Receipts(s)/ Invoice(s)
- Proof of payment (credit card statements/ copies of cleared cheques)

### Direct Labour

Attached are the following:

- Mandatory: Copy of Payroll or Pay Stub/ Payroll stamped time cards   
*(all submitted payroll copies are held in confidence by the YLF with the company's HR department)*
- Breakdown of Labour hours, rates, and dates of training per participant
- Ideal to send: Signed attendance sheets

### Direct Material

Attached are the following:

- Bill of Materials (internal file)

### Other 50% Approved Eligible Expenses: Employee's Travel, Food, Hotel; Miscellaneous

Attached are the following:

- Original Receipts(s)
- Proof of payment (credit card statements/ copies of cleared cheques)
- Expense report Summary (Food and Accommodation)
- Back up from transportation

### Notes:

**FOOD** - A print out of the breakdown of food and refreshments from the restaurant are required along with the signed receipts. Any alcoholic beverages are not covered in the program. Please ensure that these costs including the liquor tax are removed from the calculation.

**HOTEL** - Provide copies of expense report summary.

**TRANSPORTATION** - Ticket stubs and proof of payments.

**MILEAGE** - Print out of kilometers covered by GoogleMaps, etc.

**Submitted by:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_