

WDTF Business Training Grant (BTG) Applications - Checklist for Business

The following checklist can be used *prior* to submitting a BTG application. This list is not comprehensive; if unsure or have questions, please review the rules located at <http://wyomingworkforce.org/businesses/wdtf/docs/> or contact WDTF at dws-wdtf@wyo.gov

1. **Agenda** – a document *from the training provider* that includes:
 - Dates that support the training period requested in the application; and
 - Explanation of the training and topics covered.
 - Required pre or post coursework for on-line training that is considered part of the training will need to be included in the requested training period dates.

2. **Proof of Employment**
 - A current paystub for each trainee;
 - If paystubs are not available to primary contact, provide documentation from owner or HR department confirming trainee's employment
 - Suggested template, 'Employment Verification Sample Paystub Not Available' can be found on WDTF website - <http://wyomingworkforce.org/businesses/wdtf/docs/>

3. **Supporting documentation** for all requested, allowable expenses
 - Please **review non-allowable expenses** under Program Rules - Business Training Grants;
 - **Registration/tuition** documentation *from training provider* confirming amount being requested, can be an invoice, receipt, or an estimate.
 - Tuition/registration fee is *required* in each application per BTG rules; may include an exam fee if directly related to the training and included in the training period.
 - When training is included at no cost to the business due to purchase of equipment, that training is not *reimbursable*.
 - On-line, self-paced learning may not start before the *approved* dates of training;
 - Proof of Attendance is trainee's responsibility for Final Report.
 - Membership / subscription fees are *not* eligible.
 - **Mileage**, if applicable,
 - Upload a screenshot of Google Maps or Mapquest with city to city or city to airport
 - Route using least number of miles should be selected
 - Tolls will not be eligible if an alternate route is available
 - Calculate round-trip miles, if applicable.
 - **Air travel**, if applicable:
 - Document *from travel provider* to include:
 - Trainee's name, dates of travel, cost of travel – *may include one bag, roundtrip*
 - Optional expenses such as seat upgrades, travel insurance, additional luggage, mileage points, tips, etc are *not* eligible
 - Airline credits from previously cancelled contracts *may be* eligible
 - The lessor of airfare or mileage expense will be considered, regardless of actual mode of travel
 - **Rental Car**, if applicable:
 - Document *from service provider* to include:
 - Trainee's name, dates of rental - reimbursable days may include one travel day before training, the actual dates of training, and one travel day after, if applicable.
 - **Other travel expenses**, if applicable: must be directly related to the training event
 - Lodging and meals are *not* eligible
 - Travel from airport to hotel may be eligible, if not provided by hotel or training venue
 - Travel for meals or events outside of training are *not* eligible
 - **Class materials, supplies or fees**, if applicable: documentation from the training provider that clearly indicates required items directly related to the training and supporting estimated cost