



MINISTRY OF LABOUR AND SMALL ENTERPRISE DEVELOPMENT
ON-THE-JOB TRAINING PROGRAMME
Corner Chaguana Main Road and Connector Road, Chaguana
Tel: (868) 672-7107 Ext 4029 Fax: (868) 665-8651/ 671-3457
Website: ojtonline.org

TRAINING PROVIDER REIMBURSEMENT CLAIM

NAME OF ORGANISATION: _____

CONTACT NAME: _____

LOCATION / ADDRESS: _____

CONTACT NO: _____

MONTH & YEAR: _____

*(Refer to Guidelines below)

NO.	TRAINEE REG #	NAME OF TRAINEE	STIPEND RATE	PERIOD	NO. OF DAYS ABSENT	GROSS AMOUNT PAID	NET AMOUNT CLAIMABLE	TRAINEE SIGNATURE	REMARKS
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL									

DATE	SIGNATURE	POSITION
COMPANY STAMP		* This section must be completed by the Training Provider before onward submission

CERTIFIED CORRECT: _____
PERFORMANCE MONITORING & EVALUATION OFFICER

DATE _____
AUTHORISED BY: _____
SENIOR COORDINATOR - OPERATIONS & PLACEMENT

VERIFIED BY: _____
ACCOUNTS CLERK

DATE _____
APPROVED BY: _____
ACCOUNTANT

REIMBURSEMENT SCHEDULE Effective October 2015

LEVEL	STIPEND	REIMBURSEMENT (\$)
1	2,500	1,500
2	3,600	2,100
3	4,500	2,700
4	6,250	3,750
5	7,200	4,200

GUIDELINES:

- 1) The use of liquid paper and red ink pen is not permitted. Where an error has been made, kindly draw a line through and initial error
- 2) Please affix proof of payment to trainees (copy of payslip/approved OJT voucher) to enable processing of reimbursements
- 3) All claims must be submitted by the 5th working day of the following month on a monthly basis
- 4) One form to be filled per month; except in the cases where a provider has more than 10 trainees (as per no. of lines available)
- 5) No. of days absent refers to the number of days exceeding the entitled leave as per the OJTP's policy
- 6) For days absent and deducted from Gross Amount Paid, a letter should be attached indicating days deducted
- 7) All claims will be paid via direct deposit
- 8) Forms submitted without a trainee signature must be accompanied with a letter from the provider stating reason for same

