

## Final Report Checklist

Log on to your WDTF account and complete the following grant requirements to receive reimbursement.

### 1. Upload the following applicable documentation

- Verification of Attendance; examples include but are not limited to
  - Copy of the trainer's sign-in sheet
  - Certificate of Completion
  - Notice of Continuing Education Units
  - Signed acknowledgment from the trainer
  - Attendance Verification available for download here:  
<http://www.wyomingworkforce.org/businesses/wdtf/>
  - Other documentation must be approved by WDTF Staff prior to its use
  
- Training Summary: Provide a short, written summary of the results of the training
  
- Final Training Agenda including dates
  
- Verification of Employment -- A payroll record including
  - Trainee names,
  - Last 4 digits of the trainees' social security number, and
  - Hourly wages or salary of the trainees for a pay period 90 days after the training end date.
  - Sole Proprietors should contact WDTF Staff for alternate verification methods
  
- Receipts corresponding to your grant application:
  - Registration/Tuition
  - Airline receipt showing trainee name and dates of travel
  - Class Materials
  - Rental Car Receipt showing dates and location of rental
  - Other Travel Expenses

### 2. Answer the Final Report Question located in the Application and Final Report Questions section of your grant application.