



Incumbent Worker Training Program  
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[www.laworks.net](http://www.laworks.net)

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## Office of Workforce Development

# SBET Invoice Instructions

### Creating an Invoice for Reimbursement:

1. Go to [www.laworks.net](http://www.laworks.net)
2. Click on **Online Service** – at the top left of the screen
3. Scroll down to **Small Business Employee Training Application** and click
4. Enter login information – “Login Name” is your first initial and last name
5. From the menu select the option **Create/Print Invoice**
6. In the drop down box **Anticipated Start Date of Training – Award #:** select the application to invoice
7. The screen has populated trainee’s names and courses for this invoice. To the far right, select **Check if Ready for Invoicing** for all items that have been completed
8. Click **Create Invoice** at the bottom of the screen once all appropriate items are checked
9. A message will read **Invoice Posted**. Click **OK**
10. Print the invoice
11. A message will question **Did the Invoice Print Correctly?** Click either **OK** or **Cancel** as appropriate
12. Sign all pages of the invoice
13. Mail or fax invoice with the required documentation (See “[Required Documents](#)” below)

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### Creating an Invoice when the training did not occur

1. Follow items 1 – 6 above
2. The screen has populated trainee’s names and courses for this invoice. To the far right, select **Check if Training will not Occur Prior to June 30** for all training that the employee(s) did not take
3. Follow steps 8-13 above (Note: No documentation is required for an invoice when training did not occur)

## Required Documents

**Proof of Cost of Training** – Must have one of the following:

- Invoice
- Enrollment form
- Quote

**Proof of Payment** – Must have one of the following:

- Invoice with a zero balance
- Cancelled check (front and back)
- Receipt
- Credit card statement
- Confirmation notice of payment

**Proof of Completion** – Must have one of the following

- Transcript
- Certificate of completion (signed by the instructor)
- Letter signed and dated by training provider stating trainee(s) completed course

**Proof of the employee being paid during training** - Must have one of the following

- Copy of bonus payment
- Proof that employee received a pay increase
- Check stub for the time period of the training (you may need more than one check stub if training crossed pay periods)