



STEP-BY-STEP TO SUBMIT TRAINEE ALLOWANCE CLAIM



Trainee
Allowance
Initiation



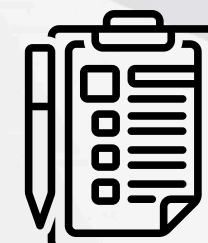
Training
Summary &
Officer Info



Trainer &
Attendance
Records



Supporting
Documents



Declaration &
Submission



TRAINEE ALLOWANCE INITIATION

STEP 01

- Login to **Employer's eTris** account.
- Click **Applications**.

STEP 02

- Click **Claim**.
- Select **Submit Claim with Grants**.

STEP 03

- Click **Claim at the Action Column**.



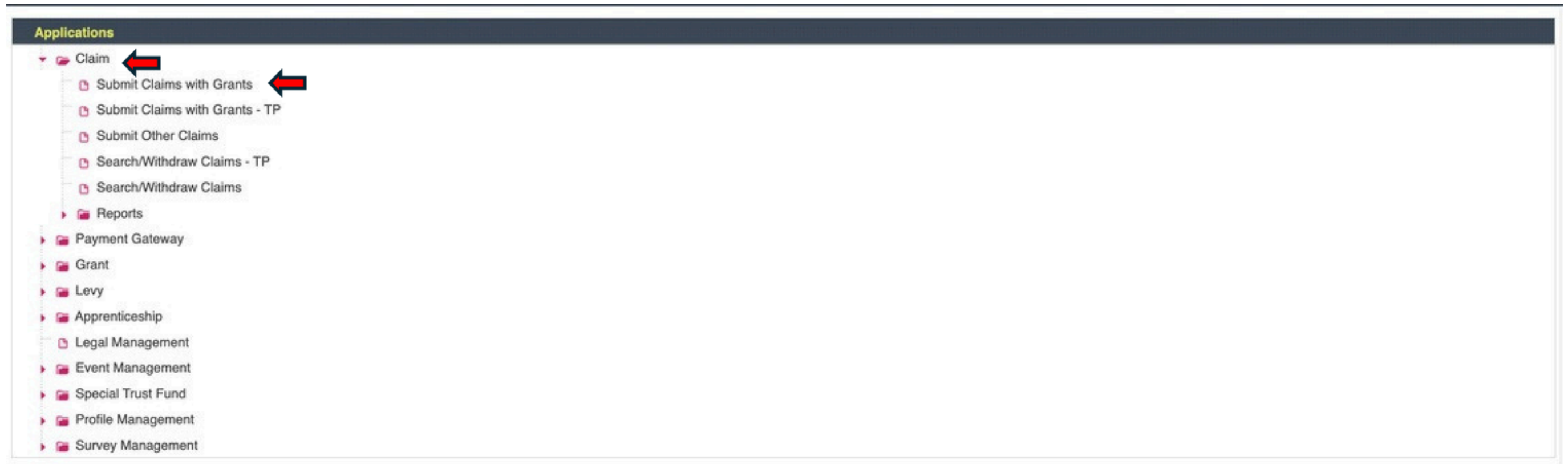
**Back to
Homepage**

If you would like to watch the guideline walkthrough submitting Trainee Allowance Claim kindly click this link:
<https://www.youtube.com/watch?v=G1A-semidk0>

1. Login to Employer's eTris. Click Applications



2. Click Claim. Select Submit Claim with Grants



3. Click Claim at the Action Column

Submit Claims with Grants

Employer Name

ELEARNINGMINDS GROUP SDN. BHD. (1074743T)

Levy Balance (RM)

6,156.31

Search Criteria

Grant ID

Course Title

Scheme Name

Training Date

Approved Date

Approved Amount (RM)

Select

To

To

To

Search

Reset

Close

Approved Grant

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
No Record Found								

Unsubmitted Claim

2 records found, displaying all records.

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
1074743T_25_0133	METTA WELLNESS TRAINING HUB	HRD Corp Claimable Courses (SBL-Khas)	Mastering Mental Wellness & Emotional Intelligence	28/04/2025	30.00	28/04/2025	29/04/2025	Claim
EVT/PTP/R/2024/80226	MASTER TRAINERS CONSULTING AND COACHING SDN BHD	Public by Training Provider - TTT (PTP_TTT)	Program Title	22/08/2024	--	12/08/2024	16/08/2024	Claim



TRAINING SUMMARY & OFFICER INFO

STEP 04

- Provide the **contact details of the Officer** to be Contacted.

STEP 05

- Click **Next** at this training summary.



**Back to
Homepage**

4. Provide the contact details of the Officer to be Contacted

Employer Profile

Particulars

Registered Name and Address of Employer

ELEARNINGMINDS GROUP SDN. BHD.
C-02-18, PAVILION,
JALAN PUTERI 7/13,
BANDAR PUTERI DUKUNG

Officer to be Contacted

Other

Dalia Ismail

Telephone No.

60163658244

Email

info@upskillingminds.com

Next

Close

5. Click next at this training summary

Training Summary

Training Summary

Program Title

Mastering Mental Wellness & Emotional Intelligence

Training Date

28/04/2025 To 29/04/2025

Actual Training Date

28/04/2025 To 29/04/2025

Training Venue

Metta Wellness Training Hub,
157, Jalan USJ 9/1,
USJ 9, Subang Jaya,
47600 Selangor, Malaysia

Type of Training

☐ In-house
☒ Public
☐ Job Coach
☐ Development Programme
☐ e-Learning
☐ Coaching / Mentoring
☐ Mobile E-Learning
☐ Hybrid
☐ Remote Online Training (In-House)
☐ Remote Online Training (Public)

Training Location

☐ Hotel
☐ Own Premise
☐ External Training Premise
☐ Overseas
☐ Not Applicable
☒ Local

HQ / Branch

ELEARNINGMINDS GROU

No. of Travel Days

☐ 1 days
☐ 2 days
☒ Not Applicable

No. of Full Days

2

No. of Half Days

0

No. of < Half Days

0

Total Hours Per Trainee

14

Total Training Days

2

No. of Month

Next

Close



TRAINER & ATTENDANCE RECORDS

STEP 06

- This trainer information is **updated by the Training Provider.**
- Then click **Next.**

STEP 07

- Proceed to **Next** as the **trainee attendance is updated by the Training Provider.**

STEP 08

- Trainee attendance, by date, is also **updated by the Training Provider.**
- Click **Next.**



**Back to
Homepage**

6. This trainer information is updated by the Training Provider. Then click next.

Trainer Details

External Trainer

Name

*

Citizenship

Select

*

IC/Passport No.

*

Distance to Training Location

Select

*

Add

Reset

Trainer Type	Name	IC/Passport No.	Citizenship	Distance to Training Location	Actions
External Trainer	Jashpreet Kaur	870308495556	Malaysian	Less 100 km	View / Edit / Delete

Next

Close

7. Proceed to Next as the trainee attendance is updated by the Training Provider

Trainee Details

Trainees Information By Group

Batch No.	Start Date	End Date	View Trainee Details
1	28/04/2025	29/04/2025	View Trainee Details

Note: Please key in all Batch details and SAVE before keying in the Trainee Details.

Trainees Summary

Batch No.	Male	Female	Less 100 km	More or equal 100 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1	0	1	1	0	0	0	1	0	0	

One record found.

Next

Close



Back to
Homepage



8. Trainee attendance, by date, is also updated by the Training Provider. Click next

Trainee Attendance Form

Grant Details

Grant ID

1074743T_25_0133

Module

Training Provider's Name

METTA WELLNESS TRAINI

End Date

29/04/2025

Actual Training Start Date

28/04/2025

Attendance Details

Selective Date

28/04/2025

29/04/2025

Note:Please select dates that the training took place (Press Ctrl and click for multiple selection)

Upload Excel File

☐ Yes ☒ No

Download Attendance Excel

Download Trainee Attendance List

Date

Search Clear

2 records found, displaying all records.

Sr. No.	Batch No.	Date	Trainee Name	IC No.	Status
1	1	28/04/2025	HAN WAN YEE	900706075762	☒ Present ☐ Absent
2	1	29/04/2025	HAN WAN YEE	900706075762	☒ Present ☐ Absent

Save Attendance Data

Attachment(Supporting Document)

Please Attach a Copy of the Original Attendance *

Description	File Name	Actions
Invoice	Invoice.pdf	View
T3 Attendance 28 April	Attendance.pdf	View
JD14	JD14.pdf	View
T3 Attendance 29 April	Attendance 2.pdf	View

Next

Close

Back to
Homepage



SUPPORTING DOCUMENTS

STEP 09

- All submitted **claim items**, such as **trainee allowance, meals, hotel, bus, and flight tickets**, will appear here.
- Kindly **upload the supporting documents for all claimed items**, except for the trainee allowance.
- Click **Add Attachment** and go to **Next**.



**Back to
Homepage**

9. Actual cost reimbursement

- All submitted claim items, such as trainee allowance, meals, hotel, bus, and flight tickets, will appear here.
- Kindly upload the supporting documents for all claimed items, except for the trainee allowance and click add attachment and go to next

Actual Cost of Reimbursement

Claim Details

Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Document Required
Trainee Allowance (<100)	Trainee	30.00	30.00	No
Total Grant Approved Amount(RM)		30.00	Total Requested Amount(RM)	30.00

Note: Please add any additional information related to your claim.

Remarks

Exchange Rate

Country

Select

Attachments

Note : Please make sure the official receipt is complete with details of company name, program title, program date, total amount and mode of payment.

Note : Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

Attachment

File Description

Attach File

Choose File No file chosen

No file chosen

Add Attachment

Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

Levy Summary

Levy Balance(RM)	6,156.31
Levy Arrears (RM)	0.00
Levy Interest (RM)	0.00
Total Grant Approved Amount (RM)	30.00
Total Requested Amount (RM)	30.00

Next

Close





DECLARATION & SUBMISSION

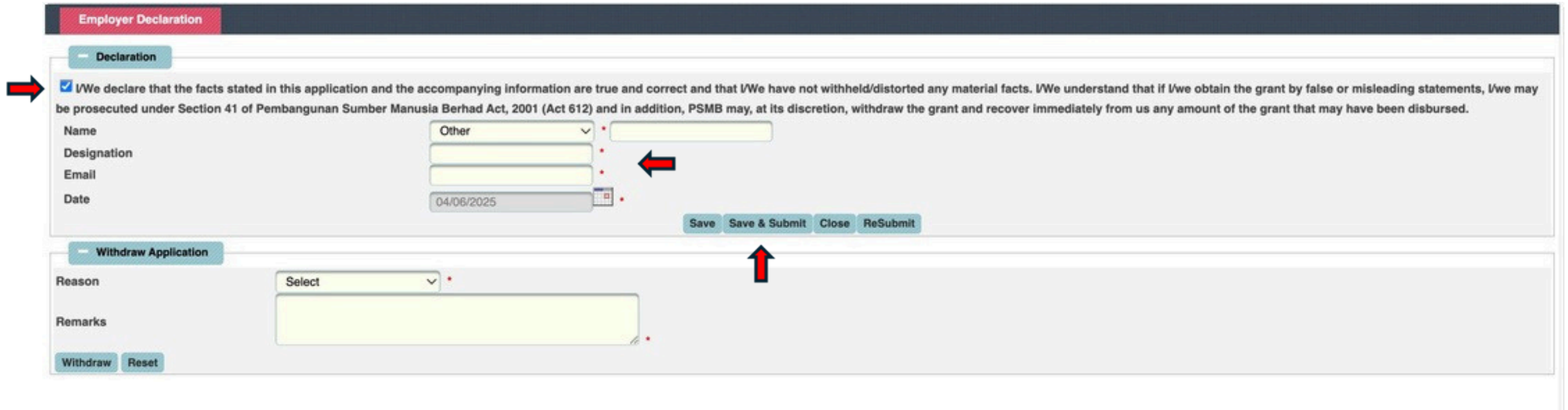
STEP 10

- Fill in the **employer declaration form**, check the pledge box.
- Then click **Save & Submit** to submit the application



**Back to
Homepage**

10. Fill in the employer declaration form, check the pledge box then click Save & Submit to submit the application



The screenshot shows the 'Employer Declaration' form. At the top, there is a red header bar with the text 'Employer Declaration'. Below this, there is a section titled 'Declaration' with a blue header bar. A red arrow points to a checkbox labeled 'I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/We have not withheld/distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statements, I/we may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.' Below the checkbox, there are input fields for 'Name', 'Designation', 'Email', and 'Date'. The 'Name' field has a dropdown menu with 'Other' selected. The 'Date' field has the value '04/06/2025'. A red arrow points to the 'Save & Submit' button. Below the 'Declaration' section, there is a section titled 'Withdraw Application' with a blue header bar. It contains a 'Reason' dropdown menu with 'Select' selected, a 'Remarks' text area, and 'Withdraw' and 'Reset' buttons. A red arrow points to the 'Save & Submit' button in the 'Declaration' section.

Note: Approval will be emailed to the employer once the claims are approved