

# BULLETIN INFORMATION



<b>DATE:</b>	March 10, 2015	<b>TYPE:</b>	Notification	<b>NUMBER:</b>	057-15
<b>SUBJECT:</b>	EDO's				
<b>TOPIC:</b>	Requesting EDOs Outside the Window				

## DETAILS

### Attention: All T&E Employees

Effective at 0001 March 11, there will be a change to the EDO process with regards to requesting EDOs outside the window.

This process will involve you, the employee, sending an email request for any EDOs outside your pre-determined window to the following email address for review:

[NMC\\_EDOValidation@cpr.ca](mailto:NMC_EDOValidation@cpr.ca)

All requests will require the approval of CMC Management, and will be subject to review. As there are no guarantees for EDOs outside the window, each request will be evaluated, and approval or declination will be provided at least 7 days in advance of the date requested.

The process of Bridging of EDO's will not change, and each request will also be reviewed on a case by case basis.

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