



Basic Safety Footwear Subsidy Program Purchase Authorization Form Canadian Employees Only

If you are claiming your subsidy under the new **Enhanced Safety Footwear Subsidy Program** you must use either the Mark's or Red Wing's Enhanced Subsidy Authorization Form available at your report to work location, through your supervisor or on CP Station. <http://intranet.cpr.ca/operational/safety/ppe-library> See: 04 Safety Footwear, 03 Forms

Date: _____ Employee full name: _____

Employee number: _____ Union affiliation: _____

Supervisor Approval

Name: _____ Title: _____

Request For Subsidy

Does the employee above qualify for a subsidy: YES NO

What is the total price of the safety boots: \$ _____

- For **NON-UNION** the subsidy is 33.33% of the price of the boots - Maximum \$45 per pair. (Two purchases per year.)
- For **TCRC-MWED** the subsidy is 33.33% of the price of the boots - Maximum subsidy is \$65.00 per pair. (Two purchases/ per year.)
- For **TCRC-RTE** the subsidy is 33.33% of the price of the boots - Maximum \$45 per pair. (Two purchases per year.)
- For **IBEW, USW** the maximum subsidy is \$140.00 within 18 months of the current collective agreement.

UNIFOR: *Unifor employees now receive an annual lump sum per their current collective agreement to apply towards safety footwear/clothing purchases.*

Payroll Deduction

Does the employee require payroll deduction: YES NO

Price before tax: \$ _____ Total Cost: \$ _____

Full name and address of supplier where purchased (must be an approved vendor):

Number of deductions requested by employee (circle): 1 2
(maximum of two deductions)

- Receipts must be forwarded to Employee Services.
- All receipts must be legible, and show footwear are CSA approved.
- Credit Card or Interac slips will not be accepted.

Payment will be made in full by the CP employee at the time purchase. CP employees are responsible for submitting a copy of this form and receipt to the Employee Services for subsidy reimbursement to address below:

**Employee Services
Canadian Pacific
Building 7 - 478 McPhillips St.
Winnipeg MB
R2X 2G8
Email: adm0295@cpr.ca
FAX: 1-866-995-6959**

Any questions, please call Toll Free 1-866-319-3900