

Canadian Pacific
Safety Footwear Purchase Authorization Form
Canadian Employees Only

Date:
Employee full name:
Employee number:
Union affiliation:

Request for subsidy

Does the employee above qualify for a subsidy: YES NO

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

- For **TCRC-MWED** the subsidy is 33.33% of the price of the boots - Maximum subsidy is \$55.00 per pair . Two purchases per year.
- For **TCRC-RTE and non union employees** the subsidy is 33.33% of the price of the boots - Maximum \$45 per pair. Two purchases per year.
- For **IBEW, CAW and TCU/USWA** the maximum subsidy is \$100.00 within each 18 months.

Payroll deduction

Does the employee require payroll deduction: YES NO

Price before tax: \$ Total Cost: \$

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

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

- Subsidies will be calculated for all payroll deduction requests.
- Receipts must be forwarded to the HR Service Centre or your time administrator.
- All receipts must be legible, and show footwear are CSA approved. Credit Card or Interac slips will not be accepted.

Authorized by: Title:

Non-union - please submit to HR-HELP CANADA
TRCR-MWED, IBEW, CAW and USWA - please submit to HR HELP Union
TCRC-RTE - please submit to Staff Records

**To contact us call Toll Free 1-866-319-3900 or send us an E-Mail at
HR-HELP or HR HELP Union. RTE please contact your staff record clerk.**

Personal Information Protection (Privacy Legislation) - The Personal Information and Electronic Documents Act, for federally regulated employers such as CPR, requires that the company safeguards the privacy of, and maintains the confidentiality of personal information collected, used and disclosed in the course of doing business and that access to information is provided only as stipulated within the Privacy of Information Policy #1804.