

## 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 RailCity  
(<http://railcity.cpr.ca/en-ca/WorkTools/Forms/Pages/Safety%20Footwear.aspx> )

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: \$ \_\_\_\_\_

### **Current Subsidies -**

#### **TCRC-MWED**

33.33% of the price of the boots - Maximum subsidy is \$55.00 per pair. Two purchases per year.

**TCRC-RTE and non union employees** - 33.33% of the price of the boots - Maximum \$45 per pair. Two purchases per year.

#### **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: \_\_\_\_\_

**TRCR-MWED, IBEW, CAW and USW - please submit to HR HELP Union  
NON UNION/TCRC-RTE - please submit to HR-HELP CANADA**

**To contact the HR Service Centre call Toll Free 1-866-319-3900 or send an E-Mail at HR Help - Canada or HR Help Union - Canada.**

*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.*