



Boot & Visibility Expenses
January 2019

JOB AID

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Overview:

Effective January 1, 2019 all Enhanced Boot and High Visibility Subsidies are to be processed using the expense application in Fiori.

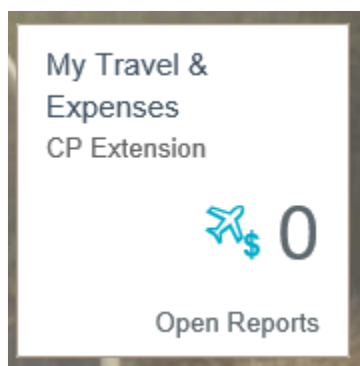
- Basic Boot subsidies will continue to be submitted through Employee Services.

Non-Union Employees:

Non-Union employees will submit the subsidy request for out of pocket expenses through the “My Travel & Expenses” tile available in Fiori.


Expense types High Visibility Alt. Apparel and Safety Footwear are to be used.

Note: Company credit cards are not to be used to purchase safety boots, and high visibility apparel



Add Expense

Assign New

Search 

☐ COURSES/SEMINARS/CONFERENCES


☐ DEPENDENT CARE

☐ DO NOT USE - A/P USE ONLY

☐ HIGH VISIBILITY ALT. APPAREL

Add Expense

Assign New

Search 

☐ PROFESSIONAL ASSOCIATION DUES

☐ RELOCATION EXPENSES

☐ RENTAL CAR

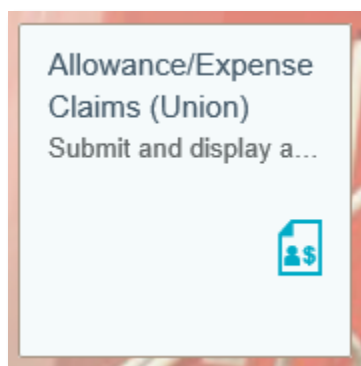
☐ SAFETY FOOTWEAR

Union Employees:

Union employees will submit the subsidy request for out of pocket expenses through the “Allowance/Expense Claims (Union)” tile in Fiori.

Expense types Aprl High Visibility Alt. Apparel and Boot Safety Footwear are to be used.

Note: Company credit cards are not to be used to purchase safety boots, and high visibility apparel



View:	Other Canada	Export	Insert Row	Delete Row	Copy Row			
Expense Date	Region	Misc. Expense 1	Misc. Amount 1	Misc. Reason 1	Misc. Expense 2	Misc. Amount 2	M	
			0.00			0.00		
		AIR AIRFARE				0.00		
		APRL HIGH VISIBILITY ALT. APPAREL				0.00		
		BOOT SAFETY FOOTWEAR				0.00		
		CAB CAB FARE				0.00		
		CAR RENTAL CAR				0.00		
		COUR COURSES/SEMINARS/CONFERENCES				0.00		
		GAS AUTOMOTIVE FUEL				0.00		
		HTL HOTEL,APARTMENT				0.00		
		MSC MINOR SUPPLIES & EXPENSES				0.00		
		PARK PARKING				0.00		

Eligibility and Submission Guidelines:

Enhanced Boot Subsidy:

Eligibility:

- Canadian employees who require boots for the core functions of their job may submit a subsidy. Including (but not limited to):
 - Fixed Term employees (including Co-op Students)
 - Summer Students
- Contractors are not eligible for the company subsidy.
- USW members
 - USW employees that require safety footwear for the core functions of their job, receive a \$225 annual subsidy for footwear and high visibility apparel. (Review Collective Agreement for further details). With manager approval, these employees are eligible to receive the Enhanced Boot Subsidy.
 - USW employees working in an office position are eligible for this subsidy with manager's approval. **Employees should check with their manager prior to purchasing safety footwear to confirm eligibility for the subsidy.**
- Unifor employees will be unable to submit for the footwear expense type as their Collective Agreement provides for a lump sum payment each year for the cost of safety footwear, and apparel.
- Employees are not eligible to receive both a basic and enhanced boot subsidy in the same calendar year.

Submission Guidelines:

- Employee must include a fully completed Mark's or Red Wing form as well as a legible receipt (including store name, date of purchase, model of boots, and amount paid).
 - No form is required for purchases from Acklands Grainger, only the invoice/receipt.
- Boots Purchased from Mark's or Red Wing must be one of the approved models indicated on the submission form.

Forms:

[Mark's Enhanced Subsidy Authorization Form](#)

[Red Wing Enhanced Authorization Form](#)

High Visibility Subsidy:

Eligibility:

- Canadian and U.S. employees who require high visibility apparel for the core functions of their job may submit a subsidy.
Including (but not limited to):
 - Fixed Term employees (including Co-op Students)
 - Summer Students
- Contractors are not eligible for the company subsidy.
- Only CP approved apparel is eligible for a subsidy.
- USW members
 - USW employees that require high visibility for the core functions of their job receive a \$225 annual subsidy for footwear, and high visibility apparel, and are not eligible for an addition subsidy. (Review Collective Agreement for further details).
 - USW employees working in an office position are eligible for this subsidy with manager's approval. **Employees should check with their manager prior to purchasing high visibility apparel to confirm eligibility for the subsidy.**
- Unifor employees will be unable to submit high visibility expense type as their Collective Agreement provides for a lump sum payment each year for the cost of safety footwear, and apparel.
- CP Police will be unable to submit the high visibility expense type as high visibility apparel is provided as part of the uniform.

Submission Guidelines:

- Submission must include a legible receipt (including store name, date of purchase, item purchased, and amount paid).
- Receipt must be from one of the approved suppliers of High Visibility Apparel:

Canada:

- AGO Industries
- Acklands-Grainger – approved styles from the following manufacturers, (all apparel must be AGO approved, if approved AGO will appear on the invoice).
 - Condor
 - Richlu – Tough Duck, Work King
 - AGO Industries
- Mark's
 - In store purchase, approved styles from the following approved manufacturers:
 - Dakota
 - Journeyman
 - Online:
 - \$60 subsidy applied automatically. **Only subsidy in excess of this value allowed.**
 - SportsMark (Backpacks)

U.S.

- Chet's Shoes – \$60 subsidy applied automatically. **Only subsidy in excess of this value allowed.**
- Orr Safety – \$60 subsidy applied automatically. **Only subsidy in excess of this value allowed.**
- SportsMark (Backpacks)

Reference:

[Mark's Approved Apparel](#)

[Acklands Grainger Approved Apparel](#)

[CP Approved Backpack](#)

Subsidy Values:

Enhanced Boot Subsidy:

Canadian employees that fall in one of the following groups are eligible for 75% of the cost of the footwear up to \$150 once per calendar year:

- Non-Union Employees
- CPPA
- MWED
- RTE
- RCTC
- USW
- IBEW

Entries in the expense application should reflect the 75% cost of the boots (or \$150) whichever is lower.

High Visibility Subsidy:

- Non-Union, USW, RCTC and RTE employees:

2 - \$30 subsidies per calendar year (maximum \$60)

- IBEW, and MWED employees:

2 - \$60 subsidies per calendar year (maximum \$120)

- U.S. Employees:

\$60 per calendar year

Maximums for both subsidies will be tracked through the expense application

Additional Resources:

Safety Footwear:

[HS 4350 – Safety Footwear Policy](#)

[Safety Footwear Program – Canada](#)

High Visibility Apparel:

[HS 4430 – High Visibility Apparel Policy](#)

[HS 5430 – High Visibility Apparel Procedure](#)

[HS 5431 – High Visibility Apparel Procedure – US](#)

[HS 5432 – High Visibility Apparel Procedure – Canada](#)

Questions

Questions regarding submission guidelines or eligibility can be directed to Employee Services:

Email: employee_services@cpr.ca

Phone: 1 866 319-3900

Questions regarding the expense application tools can be directed to Accounts Payable:

Union: AP - Union Business Expense@cpr.ca

Non Union: AP_BusinessExpenses-Management@cpr.ca

Phone: 1 800 548-8445