



Posted Date / Time: ____/____/19 – ____

INFORMATION BULLETIN

BULLETIN NO: SI-001-19

Date: January 04, 2018

To: Train & Engine Employees

Southern Ontario

SUBJECT: Safety Footwear and High Visibility Subsidies

Effective January 1, 2019 reimbursement for Canadian Safety Footwear, and Canadian/US High Visibility clothing will be moving to the expense applications. All expenses incurred January 1, 2019 or later are to be submitted through the “My Travel & Expenses” tile for non-union employees, or the “Allowance/Expense Claims (Union)” tile for union employees.

What does this mean?

Employee Services will continue processing any expenses incurred prior to this date through the current payroll reimbursement process. Any expenses incurred after this date received by Employee Services will be returned to the requestor, with instructions on how to submit through the expense system.

As well, under the new process managers will be required to authorize the subsidy expenses being submitted through the expense applications by their employees.

Why is the process changing?

Using the expense application for these subsidies will allow employees to receive payment quicker, and will also allow managers more visibility into the subsidies employees are submitting.

How do I submit my request?

Attached is a job aid to assist with the process, and provide clarity regarding eligible/non eligible expenses.

Job aids for both the non-union expense tool (My Travel and Expenses), and the union expense tool (Allowance/Expense Claims (Union)) are available on CP Station:

Job Aid – [Union Allowance/Expense Tool](#)

Job Aid – Non Union – [My Travel and Expenses](#)

Please note: Company credit cards are not to be used for the purchase of safety footwear, or high visibility apparel.

Questions:

For inquiries regarding eligibility, and submission guidelines contact Employee Services.

Email: Employee_services@cpr.ca

Phone: 1 866 319-3900

For inquiries regarding the expense applications, contact Accounts Payable:

Union: AP - Union Business Expense@cpr.ca

Non Union: AP_BusinessExpenses-Management@cpr.ca

Phone: 1 800 548-8445

If you find that personal problems are having a negative impact on your life, help is available through Shepell, your Employee and Family Assistance Program (EFAP). Shepell can be reached by calling 1-800-735-0286.

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