Procedure to Obtain Safety Shoe Subsidy — see Links provided on this web site

1) Department Admin person will print off the Shoe Subsidy Form for the employee, add his/her name, department, Bargaining Group and Subsidy dollar amount where indicated (refer to link provided for this information)

2) The employee will take this form along with his/her purchase receipt to his/her supervisor for verification that CSA approved footwear has been obtained; the supervisor must sign the form

3) The employee will then take the Authorized form and purchase receipt to the Department Admin person for completion of the Expense Claim form for reimbursement

4) The Admin person will log into the Link provided on the EHS web site to access the Expense Claim form
   a) Coding to be used on Expense Claim is: 109-000984-000000-000000-63367
   b) Please Note: on your ECS Claim, under the Purpose field please enter Safety Shoes as the reason for the employee reimbursement

5) The Expense Claim form must be signed by the employee and supervisor and/or person within the department who has signing authority for these claims

6) A copy of the Expense Claim form, the Shoe Subsidy form and purchase receipt should be kept on file in the department for future reference (two years)

7) The refund will appear in the employee’s bank account within a week to 10 days of submission into the Expense Claim System (ECS)

8) **CHECKLIST:** Before your ECS paper claim is submitted to Treasury Operations for review and payment processing:

   Please ensure the following is attached:

   a) A properly completed and signed Shoe Subsidy Form
   b) The original receipt of purchase for the safety shoe/boot
   c) ECS claim is signed by Claimant and properly Authorized