



Supporting Documents Guide

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Tourism HR
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Introduction

The Supporting Documents Guide indicates what documents are required, once it has been determined that your application is eligible for the wage subsidy. Please ensure that each document meets the criteria described in the guide.

All documents must be submitted within the specified time frame indicated on the checklist (see page 4). These documents can be submitted either by uploading the files directly to your application OR sent as an attachment via email to a member of our team.

Tourism HR Canada will forward wage subsidy funds to the employer within 45 days upon receipt of all complete supporting documents. If you have any questions, please contact Propel@TourismHR.ca.

In maintaining the integrity of the program, should any questionable or fraudulent documentation be discovered by the Propel team, the Propel team reserves the right to cancel all current applications and will notify applicants. In addition, the employer forfeits the right to any further applications and any that may be in process. It is the responsibility of the employer to ensure that all documentation provided is accurate and complete.

Supporting Documents Checklist

Before Placement Completion	After Placement Completion
• Signed Propel Agreements (Employer and Student) that were provided by Tourism HR Canada* • Placement report* • Completed Request for Direct Deposit form*	• All paystubs of the student for the placement duration • Invoice (completed fillable invoice)

*These documents must be submitted within 3 weeks of receiving the agreement. However, where necessary, this may be subject to change.

It is the responsibility of the employer to inform the Propel team of any updates to their application before and after they have been completed on the Outcome Campus Connect platform. Furthermore, once the placement period has ended, no updates to the application will be permitted.

Placement Report

- ✔ Student name
- ✔ Post-secondary institution name
- ✔ Program name
- ✔ Date of report
- ✔ Type and duration of the placement
- ✔ Confirmation:
 - i) Student is domestic
 - ii) Student is enrolled in the program at the time of placement
 - iii) Student is completing a WIL component of the program.
 - iv) The signed document must include the contact details of the signee.

The placement report must either be:

- A signed letter from the post-secondary institution with their document letterhead.
- An email from the post-secondary institution. The post-secondary institution may use their own template that fulfils the requirements.
- The completed and signed Placement Report using the template provided ([click here](#)).

Invoice Items

- ✔ Invoice date
- ✔ Invoice number
- ✔ Legal company name and address
- ✔ Company contact
- ✔ Placement start and end dates
- ✔ Business number
- ✔ Invoice description: include student name that appears on the paystubs, wage subsidy application ID, duration of placement, and the wage rate.
- ✔ 50% of total gross wages, up to maximum \$5,000 (and 70% up to \$7,000 for students from an under-represented group). Tips/gratuities and commissions are not eligible for reimbursement and must be removed from the total gross wages.
- ✔ Address the invoice to:
TOURISM HR CANADA
Attn: Propel Program
901-275 Slater Street,
Ottawa, ON K1P 5H9

The employer must use the fillable invoice form [here](#). If you require assistance or are unable to access the link, please reach out to us.

Please note, no other versions will be accepted.