



# Supporting Documents Guide

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propel  
Launching **Careers** in Tourism  
POWERED BY TOURISM HR CANADA

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# Introduction

Now that your application has been reviewed and you have received an employer agreement, this Supporting Documents Guide will show you what documentation is required once the student work placement is complete. Kindly ensure that each document meets the criteria described in this guide.

**All documents specified in the checklist below must be submitted within two weeks from the end date of the student work placement.** You can submit these documents to us by either uploading the files to your application OR by sending an email and including them as attachments.

Tourism HR Canada will forward wage subsidy funds to the employer within 45 days upon receipt of all complete supporting documents.

## Supporting Documents Checklist

Please ensure the supporting documents listed below are submitted at the end of the student's placement (additional details can be found in the following pages of this guide):

- ☑ Placement Report from the student's post-secondary institution
- ☑ If not signed yet: signed Propel Agreements (Employer and Student) that were provided by Tourism HR Canada
- ☑ Invoice
- ☑ All paystubs of the student for the placement duration
- ☑ Void cheque and completed EFT/Direct Deposit Form

# 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. If the student is NOT completing a WIL component of the program, the post-secondary institution may refer to the **'Placement Report – Program does not include formal Work-Integrated Learning'** template in this guide for the required confirmation.

*The placement report can be a letter from the post-secondary institution with their document letterhead OR an email from the post-secondary institution if the letter cannot be obtained. The post-secondary institution may use their own template that outlines the above information OR use the appropriate placement report template from the options provided in this guide.*

# Invoice Items

- ✔ Invoice date
- ✔ Invoice number
- ✔ Legal company name and address
- ✔ Company contact person
- ✔ 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 and total hours worked.
- ✔ 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  
71 Bank Street, 4<sup>th</sup> Floor  
Ottawa, ON K1P 5N2

*The employer may use their own invoice template that outlines the above information OR use the invoice template in this guide by copying and pasting it into a Word document. If you require assistance or would like us to send a version of the invoice template as a Word file, please let us know.*

# Additional Items

✓ **Signed Propel Employer and Student Agreements**

\*Provided by Tourism HR Canada

✓ **ALL paystubs for payments issued to the student**

\*Not providing them will delay reimbursement

✓ **Void cheque to receive payment via Electronic Funds Transfer (EFT)**

- Please fill out the Tourism HR Canada form provided and send us a voided cheque.
- A regular cheque will be sent via mail if we do not receive a void cheque for EFT payment.

*It is the responsibility of the employer to inform us if there are changes to the information provided on the void cheque or if the payment should be sent to another account or address. If an employer has submitted applications for multiple placements, the same method and/or address for payment will be used for all successful applications unless Tourism HR Canada is otherwise instructed by the employer.*

# TEMPLATES

*These templates are optional to use. Provided the information specified in this guide is included, you are welcome to use your own business templates or copy and paste the templates provided below into a Word document to edit and/or complete the information required.*

# [Institution Letterhead]

## Placement Report – Program includes formal Work-Integrated Learning

Name of Post-Secondary Institution:

Student First and Last Name:

Application ID:

Date:

This letter confirms that the student is domestic and enrolled in **(name of the program)** which includes a formal co-op/internship/field placement. Their work placement at **(name of the employer/company)** will take place from **(Month/Year to Month/Year)** and will count towards the completion of their **(course/degree/program)**.

Sincerely,

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*(Signed)*

**(Name, Position, Email and Phone Number)**



# [Institution Letterhead]

## Placement Report – Program does not include formal Work-Integrated Learning

Name of Post-Secondary Institution:

Student First and Last Name:

Application ID:

Date:

This is to confirm that the student is domestic and enrolled in **(name of the program)** at the **(name of post-secondary institution)** during the timeframe of their work placement. The program has no formal Work-Integrated Learning component; however, we recognize **(student's first name)**'s work at **(name of the employer/company)** as valuable work experience and skills gained that complement their education/course/program. Their work placement will take place from **(Month/Year to Month/Year)**.

Sincerely,

---

*(Signed)*

**(Name, Position, Email and Phone Number)**

# INVOICE

[Legal Business Name]

[Business Number]

[Street Address]

[City, Province, Postal Code]

INVOICE #	DATE

**BILL TO:**

Tourism HR Canada  
4-71 Bank Street  
Ottawa, Ontario K1P 5N2

DESCRIPTION	
Propel Student Work Placement Program – Student wage subsidy	
ADDITIONAL INFORMATION	
Name of student: Application ID: Start date of placement: End date of placement:	
Total Hours Worked	
Hourly Wage Rate	\$
Gross Total Wages <i>No tips, commissions or gratuities included</i>	\$
TOTAL WAGE SUBSIDY AMOUNT DUE <i>50% up to maximum \$5,000 or if eligible, 70% up to maximum \$7,000</i>	\$

[HST #]

For EFT payments, please attach a copy of a Void Cheque or complete the form provided by Tourism HR Canada

Amount Payable To (for regular cheques in the mail):

[details here]

*For questions about this invoice, please contact*

*[Name, Phone, Email address]*

## Request for Direct Deposit in Canada via Electronic Fund Transfer

Tourism HR Canada has implemented an electronic funds transfer (EFT) process whereby vendor payments will be electronically transferred (i.e., directly deposited) to the vendor's bank account.

To set up EFT payment, please complete this form and return it to us.

### 1. Vendor/Company Information

Legal business name	Trade/other business name		
Address	City	Province	Postal code
Phone	Email address		

2. To start or change direct deposit (choose one) Start direct deposit Change direct deposit

3. **Direct Deposit Information** – Please provide a void cheque or a direct deposit form from your bank confirming your account information, **and** if the legal name of the company does not match the name on the account, please complete the form below. All banking information will be regarded as confidential and will be used strictly for setting up your EFT data.

**Note - the account must be a SCAD account at a Canadian branch of a financial institution.**

Name and address of financial institution	Institution ID number (3-digit minimum)
	Transit ID number (5-digit minimum)
Name of account holder	Account number (7-digit minimum)

4. **Authorization** - My signature on this document authorizes Tourism HR Canada to deposit, by electronic fund transfer. THRC will deposit the payments in the banking account designated above. I recognize that if I give incomplete or inaccurate information on this form, payments may be made to the wrong account.

Authorized signatory	Print name
Title	Date (yyyy-mm-dd)

### For Tourism HR Canada use only

Date received (yyyy-mm-dd)	Verified by
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