



Supporting Documents Guide

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Launching Careers in Tourism
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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.

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
901-275 Slater Street,
Ottawa, ON K1P 5H9

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.