

Dominion Energy West Boot Reimbursement Form

Email completed Boot Reimbursement Form & Boot Receipt to: CUSTOMERSERVICE@TYNDALEUSA.COM

Form must be submitted within 60 days of the date listed on the receipt.

STEP 1: FILL OUT THE BELOW INFORMATION – ALL FIELDS MUST BE COMPLETED

NAME: _____

EMPLOYEE ID#: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

PRICE OF BOOTS: _____

AMOUNT TO BE REIMBURSED:
(not to exceed \$150.00) _____

MANUFACTURER: _____ MODEL AND STYLE/SKU#: _____

ADDRESS TO SEND REIMBURSEMENT CHECK TO

STREET ADDRESS _____

CITY, STATE, ZIP _____

STEP 2: EMPLOYEE ACKNOWLEDGEMENT - SIGNATURE REQUIRED

By signing below, Employee acknowledges that the items being reimbursed are in compliance with company policy and the amount requested is approved and in compliance with program parameters, if available.

I _____ certify that the boots purchased meet or exceed (ASTM F2412 and F2413)*** standards for protective footwear and they meet the criteria set forth for Foot Protection in the Dominion Accident Prevention Manual and are approved for the type of work I perform.

***Note: Certain job classifications such as Gas Detection Equipment Operators or Meter Readers for example are permitted to wear non safety toe boots or shoes however those classifications of employees are required to wear a sturdy walking shoe with aggressive all-terrain tread.

STEP 3: FINALIZE REQUEST

EMAIL COMPLETED BOOT REIMBURSEMENT FORM AND BOOT RECEIPT TO: CUSTOMERSERVICE@TYNDALEUSA.COM

****TYNDALE USE ONLY BELOW****

TYNDALE ID#

NAME

DATE

WORK ORDER#

SO#

PROFILE UPDATE

AMOUNT TO BE REIMBURSED

EMPLOYEE ALLOWANCE BALANCE

Tyndale will charge a \$15.00 processing fee for boots not purchased through Tyndale. Dominion Energy will be responsible for this fee, it will not be deducted from your allowance.

FOR ALL QUESTIONS, COMMENTS, & CONCERNS PLEASE CONTACT TYNDALE AT THE FOLLOWING:

EMAIL: CUSTOMERSERVICE@TYNDALEUSA.COM

PHONE: 800-356-3433

FAX: 267-202-7665