



AEP

**FLEET AND SUPPLY CHAIN
SAFETY SHOE REIMBURSEMENT FORM**



Tyndale Company Inc. * 5050 Applebutter Road * Pipersville, PA 18947 * 800-356-3433

In order to process your Boot Reimbursement you must:

Provide a copy of the Receipt with the completed Boot Reimbursement Form

Check if Safety Boot Purchase meets AEP Footwear Requirements for Job Classification

Employees will be reimbursed up to the purchase price of the boots or amount of funds available in their account. Employees may request a reimbursement for a lesser amount of the purchase price of the boot.

Supervisors must sign the completed reimbursement form before submitting to Tyndale

**For fastest processing, submit your completed form and receipt using your Tyndale managed online account
(upload portal found under Customer Resources)**

or Fax to (267) 202-7665

Employee Name:

Employee ID#:

Telephone#:

Street Address:

City:

State:

Zip:

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

Manufacturer:

Description:

Meets AEP Footwear Requirements:

Cost of Boot:

Supervisor Name:

Cost Area/Department:

Supervisor Signature:

Tyndale will charge a \$15.00 processing fee for boots not purchased through Tyndale. The processing fee will be deducted from your allowance.

For Tyndale Only

Amount Reimbursed:

Employee Allowance Balance:

10.15.20 RB