
District Office Orthodontics Cost Plus Policy

Eligibility

Employees of the Canadian Pacific District (District Office) who have been employed in a permanent position for more than one year and are actively covered under the District group benefits plan are eligible for coverage under this policy. Family members of District Office employees who are actively covered under their District group benefits plan are also eligible for coverage.

Coverage

The maximum amount reimbursable to an employee per eligible person is \$2,500 or 50% of the actual cost of orthodontics, whichever is lower. Each person may only claim this benefit once during their lifetime.

The District Office is responsible for paying related administrative charges to RWAM.

Claim Process

1. The employee, after paying the invoice from the orthodontist, submits the paid invoice to the District Benefits Assistant.
2. The Benefits Assistant prepares the Request for Additional Reimbursement Benefit (Cost Plus) Reimbursement Form, which must be signed by the District Superintendent before submission to RWAM.
3. The District sends a cheque along with the Reimbursement Form to RWAM. The cheque covers both the reimbursed amount and the administrative charge.
4. RWAM sends the reimbursement cheque directly to the employee.

Tax Reporting

Both the District and the employee do not have to report the amount reimbursed as taxable income in the year-end T4 Statement of Remuneration Paid. The amount reimbursed is not taxable income to the employee.

Adopted March 2016
Amended May 2021