



Adobe Commute Alternative Subsidy Claim Request – Canada

This claim request must be completed and forwarded to Commute at Commute@adobe.com for reimbursement.

Employee Name: _____

Employee ID: _____ Location: _____

Type of Public Transit Pass: _____

Expenses submitted for:

Q1	Dec \$____	Jan \$____	Feb \$____	(Submit to HR by 03/30)
Q2	Mar \$____	Apr \$____	May \$____	(Submit to HR by 06/30)
Q3	Jun \$____	Jul \$____	Aug \$____	(Submit to HR by 09/30)
Q4	Sep \$____	Oct \$____	Nov \$____	(Submit to HR by 12/30)

Reimbursement is limited to a maximum of \$150 CDN each month; \$450 CDN for the fiscal quarter.

Certification

I understand that in order to be eligible for the subsidy, I must meet the following requirements:

- I must be a regular employee of Adobe.
- I have purchasing a transit pass for the purpose of commuting
- I will scan and attach or mail a copy of my issued pass validating my request
- I understand that this is a taxable benefit and is subject to all statutory deductions at source (CPP and Federal tax)

I have read the requirements above and I certify that I meet the eligibility requirements for the month for which I am requesting reimbursement.

Employee Signature: _____

Date: _____