

## CLAIM FOR MEALS AND LODGING EXPENSES

- Use this form if you are a **transport employee**, such as an employee of an airline, railway, bus, or trucking company.
- You complete **Parts 1 and 2**, and your employer completes **Part 3**.
- See the back of this form for details.
- If there is not enough space below, attach another sheet of paper. Keep receipts to support your claim in case we ask you for them.
- You do not have to send this form with your return. However, keep it in case we ask to see it later.

## Part 1 – Employee information

Family or last name			Usual first name			Social insurance number						
Period of employment during 19 ____			From: Month ____ 19 ____		To: Month ____ 19 ____		Method used Detailed <input type="checkbox"/> Simplified <input type="checkbox"/> Batching <input type="checkbox"/>					

## Part 2 – Trip and expense summary

Number of		Average no. of hrs. per trip*	Home terminal	Away from home terminal	Service classification * *	Meals purchased		Lodgings	
Days	Trips					No.	Cost	No.	Cost
						\$		\$	
Total							Total		

Total amount you paid for meals

Subtract the total repayments you received or will receive for any of these expenses

Subtotal (line 1 **minus** line 2)
$$\begin{array}{r} 1 \\ - 2 \\ \hline = \end{array} \times 50\% = 3$$

Total amount you paid for lodging

Subtract the total repayments you received or will receive for any of these expenses

Subtotal (line 4 **minus** line 5)
$$\begin{array}{r} 4 \\ - 5 \\ \hline \end{array} + 6$$

**Allowable claim:** Add lines 3 and 6. Enter this amount on line 229 of your return.

$$= 7$$

**Notes** \* Enter the average length of time you spent away from the municipality and metropolitan area (if there is one) where your home terminal is located.

\* \* This applies only to claims that **railway employees** make. Enter your class of service (e.g., engineer, trainman, maintenance man, conductor, motorman, machine operator, maintenance-of-way employee).

### Certification by employee

I certify that the above information is a true statement of the actual expenses I paid while I was away from my home terminal during 19 \_\_\_\_.

Date \_\_\_\_\_

Signature \_\_\_\_\_

### Part 3 – Employment information (to be completed by the employer)

1. Is your company's principal business the transportation of goods, passengers, or both? Yes ☐ No ☐

2. What is the name of the collective agreement that governs this employee's employment with your company?  
\_\_\_\_\_

3. Are subsidized meals available to this employee? Yes ☐ No ☐ If yes, what is the cost to this employee? \$ \_\_\_\_\_

4. a) Is the employee entitled to receive an allowance or repayment for:

• meals	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount	\$ _____
• lodging	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount	\$ _____

b) How much of the allowance or repayment did you report on this employee's T4 slip? \$ \_\_\_\_\_

Name of employer (please print)

Name of authorized person (please print)

Date \_\_\_\_\_

Telephone

Signature of employer or authorized person

# Information for Transport Employees

## Employment conditions

You can deduct the cost of meals and lodging if you meet all the following conditions:

- You work for an airline, railway, bus, or trucking company, or any other employer whose principal business is the transport of goods, passengers, or both.
- You travel in vehicles your employer uses to transport goods or passengers.
- You regularly have to travel away from the municipality and the metropolitan area (if there is one) where your home terminal is located.
- You incur meal and lodging expenses while travelling away from the municipality and the metropolitan area (if there is one) where your home terminal is located.

If your employer has repaid or will repay you for your meal and lodging expenses, subtract from your claim the amount of the repayment.

If your employer's principal business is **not** transporting goods, passengers, or both, you may still be able to claim expenses. For more details, get Information Circular 73-21, *Away-from-Home Expenses*.

You can also deduct the cost of meals and lodging when you meet **one** of the following conditions:

- You work for a railway company as a telegrapher or station agent in a relief capacity, or you carry out maintenance and repair work for the railway company while working away from home.
- You are a railway employee who works away from the municipality and the metropolitan area (if there is one) where your home terminal is located. You also work at such a distant location that it is unreasonable for you to return daily to your home, where you support a spouse or dependant related to you.

If your employer has repaid or will repay you for your meal and lodging expenses, subtract from your claim the amount of the repayment.

## Deductible expenses

Deductible expenses include any goods and services tax (GST) and provincial sales tax, or harmonized sales tax (HST) you paid on these expenses. You may be able to receive a rebate of the GST/HST you paid. We discuss this rebate in Chapter 8 of the *Employment Expenses* guide.

## Meals

To calculate your meal expenses, use **one** of these methods:

**The detailed method** – The detailed method means that you have to keep a record book itemizing each expense. You also have to keep receipts to support the amount you deduct.

**The simplified method** – The simplified method is based on a daily meal rate of **\$11** for each meal. You do not have to keep receipts for your meals, but you have to keep a detailed list of the trips you take.

**The batching method** – When you are part of a work crew, such as on a train, your employer may provide you with cooking facilities. If you buy groceries and cook meals either by yourself or together, each person can claim up to **\$22** for each day. As long as you do not claim more than this amount, you do not have to keep receipts.

Under either the detailed or simplified method, you can claim one meal after every four hours from the check-out time, to a maximum of three meals per day. For the purposes of calculating the maximum number of meals allowed, a day is considered to be a twenty-four hour period which begins at the check-out time.

Workers on scheduled runs of 10 hours or less during their normal working hours (e.g., 7:30 a.m. to 5:30 p.m.) are generally expected to eat their breakfast and dinner meals at home. Therefore, lunch is the only meal claim allowed per day in these circumstances.

The most you can deduct for meal expenses is **50%** of your claim. For example, if you use the simplified method, which is based on a daily meal rate of \$11 per meal, the most you can deduct is \$5.50 (\$11 x 50%) for each meal.

## Lodging

You can deduct your lodging expenses. Keep receipts to support the amount you deduct.

## How to claim your expenses

Complete this form, and claim your meal and lodging expenses on line 229 of your return. Your employer has to sign the form. You do not have to send this form with your return. However, keep it in case we ask to see it later.

If you want more information about meal and lodging expenses, get Information Circular 73-21, *Away-from-Home Expenses*, or contact us. For our addresses and telephone numbers, see the listings in the government section of your telephone book.