



Canada Revenue
Agency

Agence du revenu
du Canada

Tax Refund for Business Travel to Canada

**Government of Canada's
official brochure and form**

What's new?

Due to changes to the law that took effect on April 1, 2007, a goods and services tax/harmonized sales tax (GST/HST) refund **is no longer available** on short-term accommodation in Canada (including camping accommodation) unless the accommodation:

- was part of a continuous accommodation at the same facility in Canada that started before April 1, 2007; or
- was purchased under a **written agreement** entered into before September 25, 2006, under which the first night of continuous accommodation at the same facility in Canada is before April 1, 2009.

A refund is still available for the GST/HST paid on eligible tour packages. Use Form GST510, *Application for Business Travel Tax Refund*, included in this pamphlet, to claim the refund if:

- the first night of accommodation in Canada included in the package is before April 1, 2007; or
- you purchased the tour package under a **written agreement** entered into before September 25, 2006, and the first night of accommodation in Canada included in the package is before April 1, 2009.

To claim a rebate for an eligible tour package in any other case, use Form GST115, *GST/HST Rebate Application for Tour Packages*.

La version française de cette brochure est intitulée *Remboursement de la taxe pour voyages d'affaires au Canada*.

About this pamphlet

This pamphlet is for you if you are a non-resident business/organization, or its representative, that is not registered for GST/HST and you are claiming a refund of GST/HST that you paid on eligible short-term accommodation or an eligible tour package.

How to recover the GST/HST paid in other situations

You may be able to get a refund, rebate, or credit for the GST/HST you paid on your purchases in other situations.

If you are a non-resident business that is registered for GST/HST, see Guide RC4027, *Doing Business in Canada – GST/HST Information for Non-Residents*.

See Booklet RC4160, *Rebate for Tour Packages, Foreign Conventions, and Non-Resident Exhibitor Purchases*, if you are:

- a non-resident, non-registered tour operator;
- a non-resident sponsor or a non-registered organizer of a foreign convention in Canada; or
- a non-resident exhibitor at any convention in Canada.

If you are a non-resident who paid GST/HST on goods you exported from Canada for commercial purposes, see Guide RC4033, *General Application for GST/HST Rebates*.

Business travel tax refund

The following chart shows the two different taxes for which you may apply for a refund.

Goods and services tax (GST/TPS)	6%
Harmonized sales tax (HST/TVH)	14%

Note

We do not refund any provincial sales tax (PST/TVQ).

Who can apply?

You can apply for a GST/HST refund if you meet **all** of the following conditions:

- you paid GST/HST on **eligible** short-term accommodation or an **eligible** tour package (See “What qualifies for the refund?” on page 5 to find out when short-term accommodation or a tour package is eligible.);
- you did not purchase the eligible short-term accommodation or eligible tour package to resell in the ordinary course of a business of selling tour packages;
- the accommodation is made available to a non-resident individual (for example, an owner, employee, customer, or member of the business/organization);
- the total amount of your purchases (before tax) of eligible short-term accommodation and eligible tour packages on which you paid GST/HST is at least **CAN\$200**;
- your business/organization is not a resident of Canada at the time you apply for the refund and is not registered for GST/HST;
- we receive your refund application within one year after the last day that any GST/HST on the eligible short-term accommodation or eligible tour package became payable;
- each accommodation unit was provided to a non-resident individual for less than one month of continuous occupancy;
- an application for the refund was not submitted and will not be submitted by your business/organization or representative for the same purchases; and
- you provide the necessary documents to prove you are eligible for the refund. See “How to apply for your refund” on page 8 for more information.

If you are a business person living outside Canada and are considered to be a resident of Canada under Canadian income tax laws, you do not qualify for a refund of GST/HST you paid on eligible short-term accommodation while travelling on business in Canada.

What qualifies for the refund?

Eligible short-term accommodation

You can claim a refund of the GST/HST paid on short-term accommodation if you meet the conditions listed in the section “Who can apply?” on page 4 and the short-term accommodation was:

- part of a continuous accommodation at the same facility in Canada that started before April 1, 2007; or
- purchased under a **written agreement** entered into before September 25, 2006, under which the first night of continuous accommodation at the same facility in Canada is before April 1, 2009.

What qualifies as short-term accommodation?

For this refund, short-term accommodation means the rental of an accommodation unit in Canada as a place of lodging for an individual who will occupy it continuously for a period of **less than one month** and that costs more than \$20 per night. For example, overnight or weeklong accommodation in a hotel, motel, resort, lodge, or bed-and-breakfast establishment would usually be considered short-term accommodation.

Note

Short-term accommodation includes camping accommodation. Camping accommodation means a campsite at a campground or recreational park in Canada that is rented continuously as a place of lodging for periods of less than one month for the same individual. It includes water, electricity, and waste disposal services, if provided with the campsite and accessed by an outlet or hook-up at the campsite.

Short-term accommodation **does not include** shelter on a train, trailer, boat, or other structure that could be self-propelled (for example, cruise ship cabins, train berths, houseboats, travel trailers, and all recreational vehicles) or an accommodation unit supplied under a timeshare arrangement.

Note

If charges are included in the fixed price of the accommodation (such as a breakfast), you can claim a refund of the tax you paid on that fixed price.

Eligible tour packages

You can claim a refund of the GST/HST paid on an eligible tour package if you meet the conditions listed in the section “Who can apply?” on page 4.

To be an eligible tour package for the refund, a package has to include eligible short-term accommodation and at least one service (for example, air transportation or a sightseeing tour) and it must be sold for an all-inclusive price.

Note

See page 5 for a definition of short-term accommodation and what it includes.

You can claim up to 50% of the amount of GST/HST you paid for the eligible tour package. The rebate calculation is based on the number of nights of short-term accommodation in Canada included in the package. However, the rebate is reduced if any nights of accommodation provided in Canada as part of the tour package are ineligible short-term accommodation.

See “How to apply for your refund” on page 8 to find out which form you have to use to claim your refund.

Example

You are a non-resident business that is not registered for GST/HST. You bought an eligible tour package for an employee to use for business travel. The package includes six days and five nights in Canada, with the first and last night of accommodation in a Canadian hotel and three nights on a train. You paid GST of \$45 on the package.

Only the two nights of accommodation in the hotel qualify as short-term accommodation. As the three nights of accommodation on the train are not short-term accommodation, the refund is reduced. This means that the refund equals 2/5 of 50% of the tax paid on the eligible tour package.

The refund amount is \$9.00, calculated as follows:

$$2/5 \times (\$45 \times 50\%) = \$9.00$$

Note

You cannot claim the tax refund if your travel organizer credited you the amount of the GST/HST refund in the price of your tour package. **Check with your travel organizer to find out if the amount of the refund has already been credited to you.**

Quick calculation option

Non-resident businesses or their non-resident representatives can use the quick calculation option to calculate the GST/HST refund for purchases of eligible **tour packages** only. Your maximum claim for each application using this option is CAN\$75 per individual.

For an eligible tour package (other than a package that includes camping accommodation), you can claim \$5 per night for eligible short-term accommodation, up to the maximum of \$75.

For an eligible tour package that includes camping accommodation, you can claim \$1 per night, up to the maximum of \$75. However, if your camping accommodation was part of a tour package that also included food and the services of a guide at an all-inclusive price, such as an outdoor adventure package, you can claim \$5 per night up to the maximum of \$75.

If the application is for a combination of short-term accommodation and camping accommodation, the maximum refund you can claim is \$75. This maximum also applies if the combined accommodation was part of a tour package.

How to apply for your refund

Due to changes to the law that took effect on April 1, 2007, this refund is no longer available for the GST/HST paid on purchases of most accommodation after March 31, 2007. See “What’s new” on page 2 for more information.

Use Form GST510, *Application for Business Travel Tax Refund*, included in this pamphlet, to claim a refund for GST/HST you paid on:

- continuous short-term accommodation that began before April 1, 2007;
- short-term accommodation purchased under a **written agreement** entered into before September 25, 2006, and the first night of accommodation at the same facility in Canada is before April 1, 2009.

Also use Form GST510 to claim a refund for GST/HST paid on an eligible tour package if:

- the first night of accommodation in Canada included in the package is before April 1, 2007; or
- you purchased the tour package under a **written agreement** entered into before September 25, 2006, and the first night of continuous accommodation at the same facility in Canada included in the package is before April 1, 2009.

To claim a rebate for an eligible tour package in any other case, use Form GST115, *GST/HST Rebate Application for Tour Packages*.

We must receive your application within one year of the last day that any GST/HST on the eligible short-term accommodation or eligible tour package became payable. We will only mail refund cheques to your address outside Canada. We do not deposit refund cheques to your bank account or credit them to your credit card account.

Required documents

If you do not provide the required supporting documents with this refund application, your refund will be denied.

You have to send the following documents with your refund application:

- the complete hotel folio. We do not accept summary sheets.
- **a complete list of all the individuals (first and last names in alphabetical order by last name) who used the short-term accommodation.** The list must include a statement certified by an authorized representative of the business/organization that the individuals are non-residents of Canada and were travelling in Canada on behalf of the non-resident business/organization.
- photocopies of your receipts. We do not accept credit or debit card receipts, and we do not return your documents.

Note

Each receipt must show the cost and the number of nights of short-term accommodation in each unit of a lodging establishment made available to the non-resident individual. The receipt must also show that GST/HST was paid.

- If the short-term accommodation or the tour package was purchased under a written agreement entered into before September 25, 2006, send us the agreement or a copy of your GST/HST ruling letter if you received one from us.

How to contact us

Mail your refund application to:

Summerside Tax Centre
Canada Revenue Agency
Suite 104, 275 Pope Road
Summerside PE C1N 6C6
CANADA

Enquiries about your tax refund

1-800-668-4748 (within Canada)

902-432-5608 (outside Canada)

Email address

visitors@cra-arc.gc.ca

Internet

www.cra.gc.ca/visitors

See our Web site for any changes that may have occurred since this pamphlet was printed.

Order forms

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www.cra.gc.ca/forms

Telephone:

From Canada or the United States: **1-800-959-2221**

From outside Canada and the United States:

613-952-3741

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