

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.
- See the latest version of Information Circular 73-21, *Away-From-Home Expenses*, and the income tax guide called *Employment Expenses* 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.

Employee information - To be completed by the employee

Family or last name _____ Usual first name _____ Social insurance number _____

Period of employment during 19 _____ From _____ 19 _____ To _____ 19 _____

Method used: Detailed Simplified Batching

Trip and expense summary - To be completed by the employee

| 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 |
| | | | | | | \$ | | \$ | |
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Total amount for meals purchased, where:

- the expenses were incurred before February 22, 1994
- the expenses were incurred after February 21, 1994, and the meals were consumed before March 1994

_____ (1)

Subtract the total repayments you received or will receive for any of these expenses _____ (2)

Subtotal (line 1 minus line 2) _____ X 80%*** = _____ (3)

Total amount for meals purchased, where:

- the expenses were incurred after February 21, 1994, for meals consumed after February 1994

_____ (4)

Subtract the total repayments you received or will receive for any of these expenses _____ (5)

Subtotal (line 4 minus line 5) _____ X 50%*** = _____ (6)

Total amount paid for lodging _____ (7)

Subtract the total repayments you received or will receive for any of these expenses _____ (8)

Subtotal (line 7 minus line 8) _____ (9)

Allowable claim: total of lines 3, 6 and 9 _____ (10)

Transfer the amount at line 10 to line 229 of your return

Note: • The "Average no. of hrs per trip" is the average length of time you spent away from the municipality and metropolitan area (if there is one) where your home terminal is located.
 • "Service classification" applies only to claims made by **railway employees**. Enter your class of service such as engineer, trainman, maintenance man, conductor, motorman, machine operator, "maintenance of way" employee.
 *** These percentages apply to the detailed, simplified, and batching methods.

Certification by employee

I _____ of _____
 (Print name) (Address)

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 _____

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. a) Are subsidized meals available to this employee? Yes No

b) If yes, what is the cost to this employee? \$ _____

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

- meals Yes No Amount \$ _____
- lodging Yes No Amount \$ _____

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

Name of employer _____ Signature of employer or authorized officer _____

Date _____ 19 ____ Telephone _____ Name (please print) _____