

## **Claim for Meals and Lodging Expenses**

- Use this form if you are an **employee of a transport business**, such as an airline, railway, bus or trucking company, or if you are an **other transport employee**, as defined in Chapter 4 of Guide T4044, Employment Expenses, including a long-haul truck driver.
- You complete Parts 1 and 2, and your employer completes Part 3. For details, see Chapter 4 of Guide T4044.
- 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, but keep it in case we ask to see it later.

Part 1 – Emp	loyee in	forma	tion
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Last na	t name First name				Social in	nsurance number				
Period employ during	ment	Year	Fro	om:	Year Month	To: Year	Month	Methor Simplified		ulation used  Batching
Part 2						l <b>uding eligible t</b> separate sheet i				
Numborot	Average no. of	no of	Away from home	Service	N	Meals bought		Lodging and showers		
Days	hrs. per   Home terminal   termin	terminal	terminal   classification **	No.	Cost Canadian dol	ars No.	Cost Canadian dollars			
								\$		\$

## Part 2B – Trip and expense summary for eligible travel periods of long-haul truck drivers (attach a separate sheet if needed)

Number of	Average no. of	llana tamain al	Avvery from home to make	Meals bought		Lodging and showers		
Days	Trips	hrs. per trip*	Home terminal	Away from home terminal	No.	Cost Canadian dollars	No.	Cost Canadian dollars
						\$		\$
				Totals	(iii)		(iv)	

<sup>\*</sup> Enter the average length of time you spent away from your employer's home terminal. The employer's **home terminal** is the employer's establishment where you report for work.



<sup>\*\*</sup> This applies only to claims that **railway employees** make. Enter your class of service (for example, engineer, maintenance worker, conductor, machine operator, maintenance-of-way employee).

	Protected B when completed
Total amount you paid for meals from line (i) in <b>Part 2A</b> 8523 \$	4
Subtract any non-taxable amount you received or will receive for these	_ '
expenses – \$	2
Subtotal (line 1 minus line 2). If negative, enter "0" = \$	× 50% = \$ 3
Total amount you paid for meals from line (iii) in Part 2B 8528 \$	4
Subtract any non-taxable amount you received or will receive for these	
expenses  Subtotal (line 4 <b>minus</b> line 5). If negative, enter "0"  = \$ = \$	5
Subtotal (line 4 <b>minus</b> line 5). If negative, enter "0" = \$  Total amount you paid for lodging from line (ii) in <b>Part 2A</b> \$	× 80% = \$6
Total amount you paid for lodging from line (iv) in Part 2B + \$	/
Subtotal (line 7 <b>plus</b> line 8)	8 9
Subtract any non-taxable amount you received or will receive for these	9
expenses _ \$	10
Subtotal (line 9 <b>minus</b> line 10). If negative, enter "0" 9200 = \$	<b>+</b>
Allowable claim: Add lines 3, 6, and 11. Enter this amount on line 22900 of your return	 \$ 12
	''''2
Certification by employee	
I certify that the information provided in this form is a true statement of the actual expenses I particle that the information provided in this form is a true statement of the actual expenses I particle that the information provided in this form is a true statement of the actual expenses I particle that the information provided in this form is a true statement of the actual expenses I particle that the information provided in this form is a true statement of the actual expenses I particle that the information provided in this form is a true statement of the actual expenses I particle that the information provided in this form is a true statement of the actual expenses I particle that the information provided in this form is a true statement of the actual expenses I particle that the information provided in this form is a true statement of the actual expenses I particle that the information provided in this form is a true statement of the actual expenses I particle that the information is a true statement of the actual expenses I particle that the information is a true statement of the actual expenses I particle that the information is a true statement of the actual expenses I particle that the information is a true statement of the actual expenses I particle that the information is a true statement of the actual expenses I particle that the information is a true statement of the actual expenses I particle that the information is a true statement of the actual expenses I particle that the information is a true statement of the actual expenses I particle that the information is a true statement of the actual expenses I particle that the actual expenses I part	aid while I was away from my
Date Signature	
Part 3 – Employment information (to be completed by the employer)	
1. Is your company's main business the transportation of: • goods Yes No	
<u> </u>	
• passengers Yes 🗌 No	
<ol> <li>What is the name of the collective agreement that governs this employee's employment with</li> <li>Is the employee ever required for their job to be away for at least 12 consecutive hours from municipality and metropolitan area (if there is one) where the employee regularly reports to verify the employee.</li> </ol>	n the
4. a) Is the employee a long-haul truck driver?	
b) If yes, is the employee ever required for their job to be away for at least 24 consecutive from the municipality or metropolitan area (if there is one) where the employee regularly r to work, and to travel at least 160 kilometres from the employer's establishment to which employee regularly reports to work?	eports
5. Are subsidized meals available to this employee? Yes No	
If <b>yes</b> , what is the total cost to this employee? \$	
6. a) Is the employee entitled to receive an allowance or repayment for:	
• meals Yes ☐ No	Amount \$
• lodging Yes No	= -
res nodging	Amount \$
b) How much of the allowance or repayment did you report on this employee's T4 slip?	
Certification by employer	
I certify that the information provided in Part 3 is, to the best of my knowledge, correct and com	nlete
1 301 ary and the information provided in Fair 5 is, to the best of the knowledge, confect and con	P.000.
Name of employer (print)  Name of autho	rized person (print)

ext.

Signature of employer or authorized person

Telephone number

Date

## **Employment conditions**

You can claim the cost of meals and lodging (including showers) if you meet all four of the following conditions:

- you work for an airline, railway, bus, or trucking company, or for any other employer whose main business is transporting 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 metropolitan area (if there is one) where your home terminal is located
- you **regularly** incur meal **and** lodging expenses while away from the municipality and metropolitan area (if there is one) where your home terminal is located. This means that you must generally be away from home overnight to do your job

For information on meal allowances and subsidized meals, see Information Circular IC73-21, Claims for Meals and Lodging Expenses of Transport Employees, and Guide T4044, Employment Expenses.

Even if you do not meet all of the above four conditions, you may still be able to claim the cost of meals and lodging you incur in the year. For example, you may be an employee whose main duty of employment is transporting goods, but your employer's main business is not transporting goods or passengers. If you meet the conditions listed under the section called "Travelling expenses" in Chapter 3 of Guide T4044, you will still qualify to use the simplified method of meal reporting (based on a per meal rate of \$17 which includes sales tax) described in Chapter 4 of the guide. For more information about both sets of conditions, see Information Circular IC73-21.

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

- you work away from home for a railway company as a telegrapher or station agent in a relief capacity, or carrying out maintenance and repair work for the railway company
- you are a railway employee who works away from the municipality and 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 common-law partner, or a dependant related to you

Meal and beverage expenses for long-haul truck drivers are deductible at a rate higher than the 50% permitted for other transportation employees. During eligible travel periods, meal and beverage expenses incurred are deductible at a rate of **80%**.

You are a **long-haul truck driver** if you are an employee whose main duty of employment is transporting goods by way of driving a long-haul truck, whether or not your employer's main business is transporting goods, passengers, or both.

A **long-haul truck** is a truck or tractor that is designed for hauling freight, and has a gross vehicle weight rating of more than 11,788 kg.

An **eligible travel period** is a period during which you are away from your municipality or metropolitan area (if there is one) for at least 24 hours for the purpose of driving a long-haul truck that transports goods at least 160 kilometres from the employer's establishment to which you regularly report to work.

See the privacy notice on your return.