Revenu Québec

Erase

Employment Expenses of Transport Employees

You must complete this form if you are an employee of a business whose principal activity is transportation, an employee of a railway company or an employee collecting or delivering goods on a regular basis, and you wish to claim a deduction for meal and accommodation expenses.

Your employer must complete Part 2 of this form. A separate form must be completed for each type of employment and each employer. Enclose the form(s) with your income tax return.

For information about employment expenses, see the guide *Employment Expenses* (IN-118-V).

1 Part to be completed by the employee

Taxation year **2010**

1.1 Identification of the employee

Last name	First name

Social insurance number

1.2 Information about trips made and expenses paid

Method used to calculate meal expenses: ☐ Detailed ☐ Simplified ☐ Batching

In the table below, you must include on the same line all trips made to the same workplace located elsewhere.
See the guide *Employment Expenses* (IN-118-V) if you require detailed instructions concerning any of the columns.

1.2.1 Periods of travel other than indicated in Part 1.2.2

Trip and expense summary

					Meals		Accommodation and showers		
A Number of days	B Number of trips	C Average number of hours per trip[1]	D Location of your employer's establishment	E Workplace located elsewhere	F Number[2]	G Cost (in Canadian funds)[3]	H Number of overnight stays	I Cost (in Canadian funds)[3]	
									1
									2
									3
									4
									5
									6
									7
									8
									9
					Total =	0.00	10 =	0.00	10
Amounts received from your employer for these expenses, but not included in your income					–		11 –		11
Subtract line 11 from line 10 in each column. If the amount is negative, enter 0.					=	0.00	12 =	0.00	12
					x	**50 %**			
Multiply line 12 in column G by 50%.					=	0.00 ▶	+	0.00	13
Add lines 12 and 13 in column I.							**Employment expenses** =	0.00	14

Particulars concerning the number of meals

Number of meals **in Québec** ☐ 20 Number of meals **in Canada, outside Québec** ☐ 21 Number of meals **in the United States** ☐ 22

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1.2.2 Eligible travel periods of long-haul truck drivers

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

Trip and expense summary

A	B	C	D	E	Meals F	Meals G	Accommodation and showers H	Accommodation and showers I	
Number of days	Number of trips	Average number of hours per trip[1]	Location of your employer's establishment	Workplace located elsewhere	Number[2]	Cost (in Canadian funds)[3]	Number of overnight stays	Cost (in Canadian funds)[3]	
									25
									26
									27
									28
									29
									30
									31
									32
									33
					Total =	0.00	34 =	0.00	34
Amounts received from your employer for these expenses, but not included in your income					–		35 –		35
Subtract line 35 from line 34 in each column. If the amount is negative, enter 0.					=	0.00	36 =	0.00	36
					x	**75%**			
Multiply line 36 in column G by 75%.					=	0.00 ▶	+	0.00	37
Add lines 36 and 37 in column I.							**Employment expenses** =	0.00	38

Particulars concerning the number of meals

Number of meals **in Québec** ☐ 40 Number of meals **in Canada, outside Québec** ☐ 41 Number of meals **in the United States** ☐ 42

1.3 Deduction

Amount from line 14		0.00	50
Amount from line 38	+	0.00	51
Add lines 50 and 51. Carry the result to line 207 of your income tax return **Deduction**	=	0.00	52

1.4 Certification by the employee

I certify that all the information provided in Part 1 is accurate and complete.

Signature _____ Date _____ Area code _____ Telephone _____

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1. Enter the average number of hours you spent away from the municipality or metropolitan area where your employer's establishment (to which you ordinarily reported for work) is located.
2. If you use the **detailed method** or the **simplified method**, the maximum number of eligible meals is as follows:
   - for a 4- to 10-hour trip: one meal;
   - for a trip of more than 10 hours but less than 12 hours: two meals;
   - for a 12- to 24-hour trip: three meals;
   - for a trip of more than 24 hours: one meal every four hours, to a maximum of three meals per 24-hour period.

   You must not take into account any meals you ordinarily could have had at home, depending on your departure or arrival time.
3. To convert your costs to Canadian funds, use the annual average exchange rate determined by the Bank of Canada.

2 Part to be completed by the employer

2.1 Information about the employer (be sure to provide all the information requested)

Name of employer	Identification number	File TQ
Address		Postal code
Name of contact person	Area code	Telephone

Type of business

☐ Business whose principal activity is transportation
☐ Railway company
☐ Business whose principal activity is not transportation, but for which the employee collects or delivers goods

2.2 Questions concerning the employment

1. Did the employee's duties and employment contract require the employee to incur expenses? ..... ☐ Yes ☐ No
   If **no**, the employee cannot deduct employment expenses. Consequently, you do not need to complete or sign this form.

2. Employee's period of employment: from _____ to _____

3. Employee's title or position: _____

4. Was the employee entitled to subsidized meals? ..... ☐ Yes ☐ No
   If **yes**, enter the amount per meal that the employee was required to pay: _____

5. Did the employee receive an allowance or a reimbursement for the expenses? ..... ☐ Yes ☐ No
   If **yes**, enter the amounts received by the employee and the portion of these amounts included in box A of the employee's RL-1 slip in the table below.

	Allowance	Reimbursement	Portion included in box A of the RL-1 slip
(a) Meal expenses:	$ _____	$ _____	$ _____
(b) Accommodation expenses:	$ _____	$ _____	$ _____

6. Answer the following question if the employee collected or delivered goods on a regular basis.
   Did the employee's duties require the employee either to spend **at least 12 consecutive hours** away from the municipality or metropolitan area where your establishment (to which the employee ordinarily reported for work) is located, or to travel to a place **at least 80 kilometres** from the municipality or metropolitan area? ..... ☐ Yes ☐ No

7. Answer the following question if the employee is a long-haul truck driver.
   Did the employee's duties require the employee to spend **at least 24 consecutive hours** away from the municipality or metropolitan area where your establishment (to which the employee ordinarily reported for work) is located, **and** to travel to a place **at least 160 kilometres** from the municipality or metropolitan area? ..... ☐ Yes ☐ No

2.3 Certification by the employer

I certify that all the information provided in Part 2 is accurate and complete.

Signature of employer or authorized person	Title or position	Date

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