

**UNIVERSITY OF WATERLOO
DECLARATION FORM
FOR PART-TIME PROFESSOR
TRAVEL TO AND FROM THE WORKPLACE**

| | |
|---|--|
| Name | |
| Department | |
| Email address | |
| Home address | |
| Travel period (Academic Terms or Travel From/To Dates) | |
| One-way per kilometre distance from employee's home to the workplace¹ | |

In accordance with Canada Revenue Agency (CRA), transportation to and from the workplace is a personal expense. CRA provides an exception for a part-time teacher/ professor if the distance between the designated education institution in Canada and the employee's home is not less than 80 kilometres. Accordingly, the University of Waterloo permits a reasonable allowance or reimbursement for part-time teacher/professor for travel to/from the workplace under CRA guidelines, if stated in the employment contract.

I certify that I am employed by the University of Waterloo as a part-time teacher/professor (i.e. sessional instructor) and my home is not less than 80 kilometres from the university. In accordance with my employment contract and CRA guidelines I hereby claim² travel to and from the workplace.

Employee's signature and date

¹ Kilometre distance may be verified using the website known as Mapquest <http://www.mapquest.com>

² Attach completed declaration to authorized travel claim and submit to Finance Accounts Payable for payment.