

**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 workplace <sup>1</sup>	

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 claim<sup>2</sup> travel to and from the workplace.

\_\_\_\_\_  
Employee's signature and date

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

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