Part-time Instructor Travel Allowance Declaration

According to the Canada Revenue Agency, the University of Waterloo is permitted to provide a reasonable allowance for teachers and professors who work part-time in a designated educational institution in Canada, providing service to the University as a professor or teacher, and the location is not less than 80 kilometres from the employee’s home.

Source: T4130 Employers’ Guide – Taxable Benefits and Allowances | Chapter 3 – Other Benefits and Allowances | Travel Allowance | Part-time employee

http://www.cra-arc.gc.ca/E/pub/tg/t4130/t4130-e.html

I, ___________________________________ assert and acknowledge that I:

- Am a part-time employee/instructor at the University of Waterloo; and,
- Live at least 80 kilometres (one-way) from the University.

As such, the University is not required to record the allowance as a taxable benefit.

Signed: ___________________________________

Date: ___________________________________