



TRANSPORT EMPLOYEE CHECKLIST 2023

You should only make this claim if: you work for an airline, railway, bus or trucking company, or for an employer whose main business is transporting goods and/or passengers OR you do not work for a transport business however your main employment duty is transporting goods.

Your Name:

Meals & Lodging

A TL2 completed and signed by each of your employers must accompany this checklist

Are you a long haul transport employee? YES NO

Are you a short haul transport employee? YES NO

If yes to either:

| Meal Claim | Number of DAYS per truck logs - Canadian Days | Number of DAYS per truck logs- US DAYS |
|--|--|--|
| Away from municipality up for to 10 hours | | |
| Away from municipality 11 - 16 hours | | |
| Away from municipality more than 16 hours | | |

Did you pay for lodging? YES NO

If yes provide receipts

*(Please note, this is a **highly audited** area by the Canada Revenue Agency. We highly recommend using only accurate records to make your claim.)*

Does the company you work for collect and remit GST on its products or services? YES NO

If yes, provide their GST number:

Other Expenses

A T2200 completed and signed by each of your employers must accompany this checklist to claim expenses in the following area.

Are you required to pay for any of the following expenses that you are not reimbursed for? YES NO

If yes provide receipts for:

| |
|--|
| Cell Phone |
| Safety clothing (hard hats, steel toed boots, reflective clothing) |
| Other supplies (such as tie down straps) |
| Internet fees |
| Other (please specify) |