

****Please circulate to all employees submitting their own Travel and Expense Claims****

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Posted at Fin Services Travel / Expense web page

Subject: HST Impact on the Travel and Expense Claim (with Airfare Examples)

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The July 1st, 2010 HST implementation in Ontario require changes to the tax rebate codes used on expense claims submitted by employees using the “Travel and Business Expense Claim” form. A “Location” tax code is used to determine GST/HST rebates. A new location code has been added. The “Inside Canada” category is now expanded into two new categories; “Ontario” and “Other Provinces”.

Location Code Use				
Trip Destinations:	Ontario to Ontario	Ontario to Other Provinces	Ontario to USA	Ontario to International (not USA)
Accommodation	Ontario	Other Prov.	Outside Canada	Outside Canada
Meals	Ontario	Other Prov.	Outside Canada	Outside Canada
Conference Registration	Ontario	Other Prov.	Outside Canada	Outside Canada
Airfare¹	Ontario	Ontario ²	Other Prov. ³	Outside Canada

1 Airfare: Exceptions to tax codes are based on the Ontario Ministry of Revenue and Canada Revenue Agency HST guidelines. Flights from Ontario to locations within Canada are to be coded as “Ontario”. Flights to US are coded as “Other Provinces”. All other international flights are coded as “Outside Canada”. Refer below for specific airfare examples.

2 The reason the "Ontario" location tax is used assumes a rebate on 13% HST charged.

3 The reason the "Other Provinces" location tax is used, assumes a rebate on 5% HST charged.

4 The reason the "Outside Canada" location tax is used, assumes no HST is charged.

Airfare Examples	
Flight: From → To	Location Tax to select (per Expense Claim Form)
Toronto → Vancouver	Ontario²
Toronto → United States	Other Provinces³
Toronto → China	Outside Canada⁴
Vancouver → Toronto	Other Provinces³
Montreal → Vancouver	Other Provinces³
Buffalo → Seattle	Outside Canada⁴

The expense claim form reflecting these new codes, can be accessed at the Travel/Expense Page, and is listed under Quick Links, at the Financial Services Home page.