

**MEMO**

To: All Employees Receiving Expense Reimbursements through Payroll

From: Payroll

Subject: Employee Expense Reimbursements through Payroll – Pay Statements

Date: January 22, 2016

Please note that you will notice some changes on your pay statements:

Under earnings you will see a line for expenses paid this period and a year to date total for expenses paid. This amount does add into the year to date gross total paid but, the expense portion will not show up on your T4 and does not count as income as per Canada Revenue Agency. Therefore the amount being paid does not have any statutory deductions implications, there are no EI or CPP deductions and the amount is not factored into the income tax deduction.

If you have any questions please do not hesitate to contact me.

Sincerely,

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