

# GST Calculator

*This tool is meant to assist you in calculating the amount of hidden GST built into certain types of expenses. The amount calculated here is the amount you should enter on the back page of your travel claim or the GST column of the claim form. The base amount (or amount before GST) is calculated by taking the GST and dividing it by 0.05.*

## Taxi Fare:

*The GST built into taxi fares is calculated as the total amount paid divided by 1.04 and multiplied by 0.04.*

## Per Diem:

*The GST built into per diems is calculated as the total amount paid divided by 1.04 and multiplied by 0.04.*

## Mileage:

*The GST built into mileage allowances is calculated as the total amount paid divided by 1.05 and multiplied by 0.05.*

## Parking:

*The GST built into parking is calculated as the total amount paid divided by 1.13 and multiplied by 0.05.*

### Helpful Links:

**Treasury Board of Canada Secretariat:**

[http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/menu-travel-voyage-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp)

**Carleton University Travel Policy:**

[http://www.carleton.ca/secretariat/policies/Travel\\_and\\_Related\\_Expenses.html](http://www.carleton.ca/secretariat/policies/Travel_and_Related_Expenses.html)