

**2012 UWO POLICE ASSOCIATION
PROFESSIONAL DEVELOPMENT PLAN
INSTRUCTIONS FOR COMPLETING CLAIM FORM**

1. Type or print legibly. Shaded areas are for Financial Services use.
2. The Professional Expense Reimbursement Account base for UWOPA members in 2012 is \$300. In November 2011 you were given an option for allocating an additional \$300 in flexible credits for the year 2012. You were asked to allocate these Flex Credits between your Health Care Spending Account (HCSA) and your Professional Expense Reimbursement Account (PER) in \$100 increments. If you did not actively choose, a default allocation was automatically made on your behalf for \$300 to your PER.
3. A [link to full details on your Flex Credits](#), PER and HCSA options can be found on the Western Human Resources website under "Benefits". An FAQ is also available.
4. To see your current balance in your PER, [click here](#) or go to the Finance website at <http://uwo.ca/finance/> and choose the "Western Financials Login" button. Your regular Western user ID and password work here. Choose "Employee Self-Service", then "Professional Expense Inquiry". You will see any carry forward from the previous year, your entitlement this year, any claims you have made in the current year, as well as the current balance in the account.
5. **All claims for 2012 expenses must be sent to Financial Services, Suite 6100, Support Services Building no later than January 31, 2013.**
6. Individuals may have a one year carry forward of any unspent amount, i.e. unspent PER carried over from 2011 may be spent in 2012 and must be claimed no later than January 31, 2013.
7. The reimbursement you receive will be either the maximum amount (base plus elected amount) or the total of actual expenditures, whichever is less.
8. If your banking information is on file in the Human Resources system, your PER will be paid by direct deposit to your payroll bank account.
9. The claim form, with original receipts attached, must be signed by the staff member, then reviewed and signed by his/her supervisor. This reimbursement must relate to expenses incurred during the course of employment at The University of Western Ontario and assist UWO Police Association Members in their professional development.
10. The original receipts should indicate clearly the amount paid and the nature of the expenditure. For example, a cash register tape from a supplier must be supplemented by a description of the item being purchased. In the case of Internet access, submission of receipts from the start of the service in that calendar year and two subsequent receipts showing continuation of the service throughout the year is required.
11. The following expenses incurred by staff members are eligible for reimbursement:
 - Memberships in professional associations;
 - Registrations to conferences, course tuition;
 - Computer software (must be for Western computers and related to staff member's work);
 - Travel expenses (transportation, accommodation, meals);
 - Subscriptions (excluding newspapers), journals, books and Internet access.**Equipment and computer hardware are not eligible.**
12. Financial Services will retain all original receipts. UWO Police Association Members should keep copies for their own records. Expenses reimbursed under this plan may not be deducted for income tax purposes.
13. Reimbursement of expenses under this plan is subject to acceptance of the plan by Canada Revenue Agency (CRA) as a non-taxable benefit. Therefore, all goods purchased under this plan are considered to be property of The University of Western Ontario.

**PROFESSIONAL DEVELOPMENT PLAN
(UWO POLICE ASSOCIATION)
FOR JAN. 1, 2012– DEC. 31, 2012
SEE INSTRUCTIONS ON REVERSE**



**THE UNIVERSITY OF WESTERN ONTARIO
FINANCIAL SERVICES
TRAVEL SECTION, EXT. 85499
SUITE 6100 SUPPORT SERVICES BLDG.
Travel@uwo.ca**

CONTROL#

PL12

DATE

UWO EMPLOYEE NUMBER (MANDATORY)

SURNAME (Please Print)

GIVEN NAME

DEPARTMENT (or off-campus address)

PHONE NUMBER

EXTENSION

ROOM NUMBER - BUILDING (or off-campus address)

E-MAIL

CITY

POSTAL CODE

MAXIMUM REIMBURSEMENT (see Note 2 over)

Expense Category	Details (Name of Association/Supplier Business Purpose; Dates covered)	Receipt Total	Deduct Personal/ Previously Claimed	Claim CAD\$
Membership / Registration Fees				
Computer Software				
Travel Expenses (State PD purpose)				
Supplies (including subscriptions, reprints, Internet and books)				

**ORIGINAL RECEIPTS MUST BE ATTACHED.
FILING DEADLINE IS JANUARY 31, 2013.**

DO NOT WRITE IN
SHADED AREAS

Total \$

	SPEED CODE	ACCOUNT
Membership/ Registration Fees	PBM6	631400
Computer Software	PBM6	621250
Travel Expenses	PBM6	645000
Supplies	PBM6	622000

TOTAL

HST

TOTAL

SIGNATURE OF CLAIMANT

SIGNATURE OF SUPERVISOR