Note: PER claims may be submitted online. For assistance, please see the step by step instructions or view a how-to video.

1. Type or print legibly. Shaded areas are for Financial Services use.
2. The 2016 base Professional Expense Reimbursement (PER) amount for OPSEU/Police members is currently $300. For 2016, you were also provided with flexible credits (Flex Credits) of $600. In November 2015, you were given the option to allocate these credits to your Professional Expense Reimbursement (PER) account and/or to your Health Care Spending Account (HCSA) in $100.00 increments. If you did not make an election, the entire $600 in credits was automatically allocated to your PER. A link to full details on your Flex Credits, PER and HCSA options can be found on the Western Human Resources website under Benefits and Pay – Your Benefits. An FAQ is also available.
3. To see the 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 Western user ID and password work here. Choose "Employee Self-Service", then "PER Entitlement and Past Claims". 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.
4. All claims for 2016 expenses incurred from Jan 1, 2016 to Dec 31, 2016 must be sent to Financial Services, Suite 6100, Support Services Building no later than January 31, 2017.
5. Individuals have a one year carry forward of any unspent amount, i.e. unspent PER carried over from 2015 must be spent in 2016 and must be claimed no later than January 31, 2017.
6. 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.
7. The claim form, with original receipts attached, must be signed by the member, then reviewed and signed by his/her supervisor. This reimbursement must relate to expenses incurred during the course of employment at Western and assist OPSEU/Police Members in their professional development.
8. 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.
9. The following expenses incurred by members are eligible for reimbursement:
   - Memberships in professional associations;
   - Registrations to conferences, course tuition;
   - Computer software and equipment related to staff member’s work; See Note 10
   - Travel expenses (transportation, accommodation, meals);
   - Subscriptions (excluding newspapers), journals, books and Internet access.
10. To be eligible, equipment must be used primarily for work purposes. Furniture and upgrades/software for personal computers are not eligible. Upgrades to University-owned computers are acceptable. Personal use of equipment should be incidental, less than 10%. The reimbursement must purchase the equipment outright without contribution from the Member. Equipment receipts can only be submitted when there are sufficient funds in the Member’s PER account to cover the full cost of the equipment. All goods purchased are the property of Western. Equipment is not eligible within 12 months of retirement.
11. Financial Services will retain all original receipts. Individuals should keep copies of receipts for warranty, income tax or other purposes.
12. The provisions of the Professional Expense Reimbursement program are subject to the relevant provisions of the Income Tax Act and any interpretations made by Canada Revenue Agency (CRA). The Member accepts responsibility for any subsequent adverse judgment by CRA.
PER claims may be submitted online. For assistance, please see the [step by step instructions](#) or view a [how-to video](#).

(Do not use this form if you will be submitting your claim online)

**CONTROL#**

<table>
<thead>
<tr>
<th>Date</th>
<th>UWO Employee Number (MANDATORY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL16</td>
<td></td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Details (Name of Association/Supplier Business Purpose; Dates covered)</th>
<th>Receipt Total</th>
<th>Deduct Personal/Previously Claimed</th>
<th>Claim CAD$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership/Registration Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Software</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Expenses (State PD purpose)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Original receipts must be attached. Maximum 2 claims per year. Send completed form to Financial Services, Suite 6100, Support Services Building, **FILING DEADLINE IS JANUARY 31, 2017**.

**SPEED CODE** **ACCOUNT**

| Membership/Registration Fees      | PBM6   | 631400 |
| Computer Software                 | PBM6   | 621250 |
| Travel Expenses                   | PBM6   | 645000 |
| Supplies                          | PBM6   | 622000 |

Total: $ **HST**

**SIGNATURE OF CLAIMANT** **SIGNATURE OF SUPERVISOR**