

**2011  
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 base amount of the Professional Expense Reimbursement (PER) for 2011 is \$300.00. By election, in November, 2010 for 2011, additional flexible credits up to \$300.00 can be allocated to the PER in \$100.00 increments. If you did not make an election, your \$300.00 in flexible credits were automatically allocated to your PER.** To verify your individual allocation of flexible credits to your PER, sign on to myHumanResources ([http://www.uwo.ca/humanresources/peoplesoft/admin\\_index.htm](http://www.uwo.ca/humanresources/peoplesoft/admin_index.htm)) and select "Benefits". The reimbursement will be either the maximum amount (base plus elected amount) or the total of actual expenditures, whichever is less. All claims must be sent to Financial Services, Suite 6100, Support Services Building by January 31 for the prior calendar year. Individuals may have a one year carry forward of any unspent amount, i.e. unspent PER from 2010 may be spent in 2011 and must be claimed no later than January 31, 2012.

**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.**

3. 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.
4. 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. Receipts submitted must be dated within the eligible period of the claim (i.e. January 1, 2011 – December 31, 2011). 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.
5. The following expenses incurred by staff members are eligible for reimbursement:
  - Memberships in professional associations;
  - Registrations to conferences, course tuition;
  - Computer software (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.**

6. 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.
7. 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, 2011– DEC. 31, 2011  
SEE INSTRUCTIONS ON REVERSE**



**THE UNIVERSITY OF WESTERN ONTARIO  
FINANCIAL SERVICES  
TRAVEL SECTION, EXT. 85499  
SUITE 6100 SUPPORT SERVICES BLDG.  
[Travel@uwo.ca](mailto:Travel@uwo.ca)**

CONTROL#

DATE

UWO EMPLOYEE NUMBER (MANDATORY)

PL11

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, 2012.**

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