

PROFESSIONAL EXPENSE REIMBURSEMENT PAPER CLAIM FORM
LIBRARIANS AND ARCHIVISTS - JANUARY 1, 2021 to DECEMBER 31, 2021



Instructions for paper Professional Expense Reimbursement (PER) claims:

- Complete all fields, attach original receipts and submit to the Chief Librarian/Dean for approval
- Forward approved form and supporting documentation to Financial Services, Support Services Building (SSB), Suite 6100
OR
Email approved form and supporting documentation to reimburse@uwo.ca
- Reimbursements will be paid by direct deposit to your bank account listed in your MyHR profile

DATE	EMPLOYEE NUMBER	EMPLOYEE EMAIL
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
SURNAME, GIVEN NAME		PHONE NUMBER
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>

Expense Category	Details (Name of Association/ Supplier, Business Purpose, Dates, etc.)	Total Expense (Amount per Receipt)	Less: Personal Portion of Expense	Expense Amount Claimed (Total Receipt – Personal Amount)
Membership/ Registration Fees				
Computer Software				
Office Furniture ¹				
Equipment				
Travel				
Supplies				
Total				\$

Signature of Claimant _____

Signature of Chief Librarian/Dean _____

Name of Chief Librarian/Dean _____

¹ **Office Furniture** – Note that furniture is **not normally eligible** for reimbursement. Office furniture expenses (i.e. chairs, desks, office tables) may be claimed up to a maximum reimbursement of \$500 in 2021. The temporary eligibility of office furniture is to account for the amount of time that employees were required to work remotely due to the COVID-19 pandemic. This reimbursement may result in a 2021 taxable benefit.