

**PROFESSIONAL EXPENSE REIMBURSEMENT PAPER CLAIM FORM**  
 PART-TIME FACULTY - JANUARY 1, 2020 to DECEMBER 31, 2020



*Instructions for paper Professional Expense Reimbursement (PER) claims:*

- Complete all fields, attach original receipts and submit to your supervisor (Chair/Director/Dean/Vice-President) 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](mailto:reimburse@uwo.ca)
- Reimbursements will be paid by direct deposit to your bank account listed in your MyHR profile

<b>DATE</b>	<b>EMPLOYEE NUMBER</b>	<b>EMPLOYEE EMAIL</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>SURNAME, GIVEN NAME</b>		<b>PHONE NUMBER</b>
<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 <sup>1</sup>				
Equipment				
Travel				
Supplies				
<b>Total</b>				\$

Signature of Claimant \_\_\_\_\_

Signature of Chair/Director/Dean/Vice-President \_\_\_\_\_

Name of Chair/Director/Dean/Vice-President \_\_\_\_\_

<sup>1</sup> **Office Furniture** – Note that furniture is **not normally eligible** for reimbursement. For the year 2020 only, office furniture expenses (i.e. chairs, desks, office tables) may be claimed up to a maximum reimbursement of \$500. 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.