

Application for Course Book Reimbursement

- Please check your employee group's collective agreement or policies to confirm eligibility.
- Submit the completed form and required attachments combined in one pdf file, pages right side up.
- Email the completed form to hrhelp@uwo.ca or dostia@uwo.ca .
- Applications received during the month are reviewed for reimbursement in the following month.
- Reimbursements are included on the monthly pay.
- For inquiries call 519-661-2194 (extension 82194)

EMPLOYEE INFORMATION

Name	Western ID Number	Student # (for Western students)
Faculty / Department	Telephone # (Office Extension or Cell Phone)	

COURSE INFORMATION

Course Title	Course Number
Name of Course Book	Amount Requested
Course Dates From _____ To _____	Marks/Grade

I have attached the book receipt and my grade report.

I hereby acknowledge that if this amount is deemed taxable in the future, I assume all liabilities that may arise.

Employee Signature	Date
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