

PROFESSIONAL EXPENSE REIMBURSEMENT PAPER CLAIM FORM
LIBRARIANS AND ARCHIVISTS - JANUARY 1, 2023 to DECEMBER 31, 2023



Instructions for paper Professional Expense Reimbursement (PER) claims:

- Complete all fields, attach original receipts, and submit to your supervisor 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 (AIB only) per bank account listed
Total Expense (Receipt) e less: Personal Portion of Expense s P u r 0 p

				<i>Expense Amount Claimed (Total Receipt - Personal Amount)</i>
Membership/Registration Fees				
Computer Software				
Equipment				
Travel				
Supplies				

Signature of Claimant _____

Signature of Supervisor _____

Name of Supervisor _____