

PROFESSIONAL EXPENSE REIMBURSEMENT PAPER CLAIM FORM
 PART-TIME FACULTY - JANUARY 1, 2022 to DECEMBER 31, 2022

Instructions for paper Professional Expense Reimbursement (PER) claim - veC / (s) 11 26 0 1.1 1.1 3.1 1 /H4M/CID BodR00 President)

- Forward approved form and supporting documentation to Financial Services, Support Services Building (SSB), SU
 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

SURNAME, GIVEN NAME PHONE NUMBER

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				
Equipment				

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