

PROFESSIONAL EXPENSE REIMBURSEMENT PAPER CLAIM FORM
POSTDOCTORAL ASSOCIATES - 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 Chair 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

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				