

PROFESSIONAL EXPENSE REIMBURSEMENT PAPER CLAIM FORM  
CAMPUS POLICE/OPSEU JANUARY 1, 2023 to DECEMBER 31, 2023

Instructions for paper Professional Expense Reimbursement Claims

- Complete all fields, attach original receipts and submit to your supervisor (Chair/Director/Dean/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

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				
Travel				
Supplies				
Total				\$

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

Signature of Supervisor \_\_\_\_\_

Name of Supervisor \_\_\_\_\_