Note: PER claims may be submitted online. For assistance, please see the step by step instructions or view a how-to video.

1. Type or print legibly. Shaded areas are for Financial Services use.

2. The reimbursement will be either the maximum amount of $300 or the total of actual expenditures, whichever is less.

3. All claims for 2017 expenses incurred from Jan 1, 2017 to Dec 31, 2017 must be sent to Financial Services, Suite 6100, Support Services Building no later than January 31, 2018.

4. There is no “carry-forward” of unspent balances from the previous year.

5. If your banking information is on file in the Human Resources system, your PER will be paid by direct deposit to your payroll bank account.

6. The claim form, with original receipts attached, must be signed by the staff member, then reviewed and signed by his/her supervisor. This reimbursement must relate to expenses incurred during the course of employment at Western and assist SAGE Members in their professional development.

7. The original receipts should indicate clearly the amount paid and the nature of the expenditure. For example, a cash register tape from a supplier must be supplemented by a description of the item being purchased. Receipts submitted must be dated within the eligible period of the claim (i.e. January 1, 2017 – December 31, 2017). In the case of Internet access, submission of receipts from the start of the service in that calendar year and two subsequent receipts showing continuation of the service throughout the year is required.

8. The following expenses incurred by staff members are eligible for reimbursement:
   - Memberships in professional associations;
   - Registrations to conferences, course tuition;
   - Computer software and equipment related to the staff member’s work; See Note 9
   - Travel expenses (transportation, accommodation, meals);
   - Subscriptions (excluding newspapers), journals, books and Internet access.

9. To be eligible, equipment must be used primarily for work purposes. Furniture and upgrades/software for personal computers are not eligible. Upgrades to University-owned computers are acceptable. Personal use of equipment should be incidental, less than 10%. The reimbursement must purchase the equipment outright without contribution from the Member. Equipment receipts can only be submitted when there are sufficient funds in the Member’s PER account to cover the full cost of the equipment. All goods purchased are the property of Western. Equipment is not eligible within 12 months of retirement.

10. Financial Services will retain all original receipts. Individuals should keep copies of receipts for warranty, income tax or other purposes.

11. The provisions of the Professional Expense Reimbursement program are subject to the relevant provisions of the Income Tax Act and any interpretations made by Canada Revenue Agency (CRA). The Member accepts responsibility for any subsequent adverse judgment by CRA.
PROFESSIONAL EXPENSE REIMBURSEMENT
(SAGE ELIGIBLE STAFF)
JAN 1, 2017 – DEC 31, 2017
SEE INSTRUCTIONS ON REVERSE

PER claims may be submitted online. For assistance, please see the step by step instructions or view a how-to video.
(Do not use this form if you will be submitting your claim online)

CONTROL#        DATE        UWO EMPLOYEE NUMBER (MANDATORY)

SURNAME (Please Print)  GIVEN NAME

FACULTY/SCHOOL/DEPARTMENT (or off-campus address)

ROOM NUMBER - BUILDING (or off-campus address)

CITY                POSTAL CODE

MAXIMUM REIMBURSEMENT - $300

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Details (Name of Association/Supplier; Business Purpose; Dates covered)</th>
<th>Receipt Total</th>
<th>Deduct Personal/ Previously Claimed</th>
<th>Claim CADS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership / Registration Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Software</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Travel Expenses (State PD purpose)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies (including subscriptions, reprints, Internet and books)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

ORIGINAL RECEIPTS MUST BE ATTACHED. Maximum 2 claims per year. Send completed form to Financial Services, Suite 6100, Support Services Building, FILING DEADLINE IS JANUARY 31, 2018.

SPEED CODE    ACCOUNT    TOTAL    HST

| Membership/ Registration Fees | PBM5      631400 |               |             |
| Computer Software            | PBM5      621250 |               |             |
| Travel Expenses              | PBM5      645000 |               |             |
| Supplies                     | PBM5      622000 |               |             |

TOTAL $

SIGNATURE OF CLAIMANT  SIGNATURE OF SUPERVISOR