

PROFESSIONAL EXPENSE REIMBURSEMENT PAPER CLAIM FORM
 SAGE ELIGIBLE STAFF - 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 (Chair/Director/Dean/Vice-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
- Reimbursements will be paid by direct deposit to your bank account listed in your MyHR profile

DATE	EMPLOYEE NUMBER	EMPLOYEE EMAIL
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
SURNAME, GIVEN NAME		PHONE NUMBER
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>

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 _____