

2008
UWO FACULTY ASSOCIATION (PART-TIME)
PROFESSIONAL EXPENSE REIMBURSEMENT
INSTRUCTIONS FOR COMPLETING CLAIM FORM

1. Type or print legibly. Shaded areas are for Financial Services use.
2. The Professional Expense Reimbursement (PER) for part-time members \$200 for the first full course equivalent and \$67 for each additional half course to a maximum of \$602 per calendar year. There is full carry forward of any unspent amounts for the period January 1, 2006 to December 31, 2009. **There is no carry forward beyond 2009; however receipts for the 2009 allocation may be dated up to March 31, 2010.** Members shall submit receipts during the period February 1 to March 31 each year for the prior calendar year. Eligible part-time Members may submit a claim for reimbursement at any time as long as the claim is for eligible expenses greater than \$500.00.
3. The claim form, with original receipts attached, must be signed by the Member, and then forwarded to the Department Chair's or School Director's Office (or in the case of Faculties/Schools without departments, to the Dean's Office) for approval. The Dean or Department Chair/School Director is responsible for reviewing the claim and ensuring that the listed expenses pertain to the Member's specific discipline or teaching duties prior to approving the payment.
4. 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 (January 1, 2006 – March 31, 2010). **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.**
5. The following expenses incurred by staff members are eligible for reimbursement:
 - membership fees for professional and/or learned societies related to the Member's discipline;
 - subscriptions to professional and/or learned journals;
 - books, instruments, supplies, materials, computer software, the purchase or lease of equipment and services (see Note 6);
 - registration fees for the Member to attend scholarly conferences;
 - transportation, food and accommodation, according to the University travel policies, for the Member for professionally related courses, conferences, meetings, seminars or workshops and to visit other universities or research sites to conduct research and scholarly work; and
 - page and reprint charges or costs incurred in the preparation and completion of scholarly manuscripts.
6. **To be eligible, equipment must be used primarily for work purposes. Furniture and upgrades to 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 equipment purchased is the property of The University of Western Ontario.**
7. Financial Services will retain all original receipts. If the receipts total more than the maximum allowable claim and the Member wishes to have receipts returned for another purpose, Financial Services will mark the amount which was reimbursed by UWO on the original receipt, photocopy the receipt for their records, and return the defaced original.
8. 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
PART-TIME FACULTY
FOR JAN. 1, 2006 – DEC. 31, 2008
SEE INSTRUCTIONS ON REVERSE**



**THE UNIVERSITY OF WESTERN ONTARIO
FINANCIAL SERVICES
TRAVEL SECTION, EXT. 85499, 85496
ROOM 280 STEVENSON-LAWSON BLDG.
travel@uwo.ca**

CONTROL# ZP8 **VENDOR #** 9 **Y Y M M D D**

SURNAME (Please Print) **GIVEN NAME**

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

ROOM NUMBER - BUILDING (or off-campus address)

CITY **POSTAL CODE**

UWO EMPLOYEE NUMBER

PHONE NUMBER **EXTENSION**

E-MAIL **DIST.**

DETAILS TO BE COMPLETED BY CLAIMANT FOR _____ HALF COURSES

Expense Category	Name of Professional Association / Supplier	Receipt Total	Deduct Personal/ Previously Claimed	Currency & Exchange	Claim Amount
Membership / Registration Fees					
Computer Software					
Equipment (See Note 6 over)					
Travel Expenses (State purpose)					
Supplies (including – subscriptions, reprints, Internet and books)					

ORIGINAL receipts must be attached. A cheque will be mailed to the claimant. Send completed form to Financial Services, Room 280, Stevenson-Lawson Building, **FILING DEADLINE IS MARCH 31, 2009.**

DO NOT WRITE IN SHADED AREAS

Total \$

MAXIMUM SEE NOTE 2 OVER

	SPEED CODE	ACCOUNT	TOTAL	PST	GST
Membership/ Registration Fees	PBM7	631400			
Computer Software	PBM7	621250			
Equipment	PBM7	605400			
Travel Expenses	PBM7	645000			
Supplies	PBM7	622000			

I confirm the above is a true and accurate reflection of expenses incurred for the number of courses identified. **TOTAL**

SIGNATURE OF CLAIMANT SIGNATURE OF CHAIR/DIRECTOR/DEAN (SEE NOTE 3 OVER)

SIGNATURE OF CHAIR/DIRECTOR/DEAN CONFIRMING _____ HALF COURSES