

**PROFESSIONAL EXPENSE REIMBURSEMENT PAPER CLAIM FORM**  
 LIBRARIANS AND ARCHIVISTS - 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 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 (by bank account listed) 2 0  
 B u s i n e s s P u r p o s e  
 (Receipt) e s s: Personal  
 Portion of Expense s


				<i>Expense Amount Claimed (Total Receipt - Personal Amount)</i>
Membership/Registration Fees				
Computer Software				
Equipment				
Travel				
Supplies				

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

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

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