

## Faculty of Arts & Science - Professional Expense Reimbursement Claim

**PLEASE COMPLETE THIS FORM, PRINT, AND SIGN IT – AND THEN SUBMIT WITH RECEIPTS, TO DEAN’S OFFICE, MAIN FLOOR - DUNNING HALL, ATT’N: Jenna Dijkema, Financial Analyst**

Name of Applicant: \_\_\_\_\_ Department: \_\_\_\_\_

Member appointment type (check one):     full-service (teaching/research/service)     continuing adjunct     term adjunct

Employee Number \_\_\_\_\_

Expense Category (NOTE: personal use portions to be excluded as described in PER guidelines)	Total in CDN\$ (including taxes)	GST	HST
Books and Journal Subscriptions			
Membership and Registration Dues			
Computer Related Equipment			
Other Office Equipment			
Travel (attach completed travel form and conference program or itinerary)			
Telephone (emphasis: signed declaration of no personal use of claim amount)			
Internet (emphasis: signed declaration of no personal use of claim amount)			
Other (please specify)			
<b>TOTAL ALL CATEGORIES (in CDN\$)</b>			

**APPLICANT SIGNOFF**

*I certify that the expenses included in this claim have been incurred in order to maintain and enhance my academic and professional competence and my disciplinary or specialist expertise and also comply with the terms of the Faculty of Arts and Science’s Professional Expense Reimbursement Program (PER) Guidelines. Further, that the expenditures were incurred within the current or preceding budget year. I realize I am personally liable for any reimbursement received in excess of my eligible PER balance.*

\_\_\_\_\_  
Signature of PER Applicant

\_\_\_\_\_  
Date (MM/DD/YYYY)

**DEPARTMENT HEAD SIGNOFF**

*I certify, as Department Head, that all amounts claimed are appropriate for professional expense reimbursement as defined in the Collective Agreement.*

\_\_\_\_\_  
Print Name of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date Approved (MM/DD/YYYY)

Please direct any questions regarding PER claims to Jenna Dijkema, Financial Analyst, Dean’s Office by email at [jlad@queensu.ca](mailto:jlad@queensu.ca) or call extension #77967.