

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. F300. MAC-CORRY HALL. ATT'N: ADMINISTRATIVE SECRETARY (x.77967)

Name of Applicant: _____ Department: _____

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

Employee Number _____ Date _____

CAUTION: To avoid significant processing delays, claims should be submitted during the following three periods only;
January 15-March 31 (2.5 months) May 15-Aug 15 (3 months) September 15-November 15 (2 months)

Of particular note, please avoid waiting until the end of March where there has historically been a significantly higher volume of claims. Members are encouraged to adhere to these dates to avoid competing administrative requirements near the beginning and end of terms as well as mid-November through the December holiday shutdown.

A receipt being submitted for the first time MUST be dated within the current or previous fiscal year (May 1-April 30), even if claiming unused reimbursement balances carried forward from prior years.

I certify that the expenses for which reimbursement is claimed 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 professional expense reimbursement program guidelines linked from http://www.queensu.ca/artsci/sites/default/files/ASC_ProfExp_Form_Instructions.pdf. Further, that the expenditures were incurred within the current or preceding budget year and all material included remains the property of Queen's University. I realize I am personally liable for any reimbursement received in excess of my eligible PER balance. For questions, please contact the Administrative Secretary at the Dean's Office at ascper@queensu.ca or x77967.

Signature of Applicant

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

Signature of Department Head

Expense Category (NOTE: personal use portions to be excluded as described in PER guidelines - linked above.)	Total in CDN\$ (including taxes)	GST	HST
Books and Journal Subscriptions			
Membership and Registration Dues			
Computers			
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)			
TOTAL ALL CATEGORIES (in CDN\$)			

Faculty Office Use only;

Receipt Return Detail	Amount Claimed