

Faculty of Health Sciences Professional Expense Reimbursement Claim Form

Print Form

- It is the responsibility of each faculty member to read the information at: <https://healthsci.queensu.ca/faculty-staff/resources> under Professional Expenses prior to submitting a claim, particularly in regard to acceptable documentation. Failure to comply with requirements regarding original receipts, travel forms, etc. usually results in delays in processing claims. Some new guidelines are included above. This completed Professional Expense Reimbursement Claim Form, together with receipts, is to be submitted to Financial Services through the Department Head. Members may submit up to 2 claims per budget year. To permit timely closing of the budget account, all claims must be **posted to the General Ledger** no later than **Monday March 25, 2019**.

PLEASE NOTE: To Comply with Canada Revenue Agency regulations, all material included for professional expense reimbursement remains the property of Queen's University

Category	\$ Cdn (Total expenditure per category including all taxes)	H.S.T Amount
Professional Dues		
Books and Journal Subscriptions		
Equipment and Supplies		
Conference and Research Travel (attach a completed Travel Expense Form)		
Research Expense (photocopying, computer toll, Library fees)		
Other		
(please specify)		
Total		

*Please ensure that H.S.T. is calculated from receipts and recorded in the appropriate column of this form

Direct Deposit into Employee's Bank Account

Name of Applicant (Please Print)	Approval of Dept. Head of Dean	Department
Signature of Applicant	Employee Number	Date of Claim

Date:		Authorized Signature:			Budget Approval:		
Fund	Dept	<u>Account</u>	Program	Class	Project	Amount	<u>HST Amount</u>
10000		641012					
Total							

