

Faculty of Health Sciences Professional Expense Reimbursement Claim Form

- It is the responsibility of each faculty member to read the information at http://meds.queensu.ca/home/faculty_staff_resources/faculty_information 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 received in the Financial Services no later than Monday April 4, 2016.

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	Account	Program	Class	Project	Amount	HST Amount
10000		641012					
Total							