

MEMORANDUM

TO: Deans, Academic Department Chairs and Directors

cc: Faculty Executive Assistants
Faculty Financial Officers

FROM: Jane Manson, Director of Finance

DATE: 2 February 2012

SUBJECT: 2011/12 Faculty Professional Expense Reimbursement Plan

Attached are the Faculty Professional Expense Reimbursement Plan forms for the individuals in your department who are eligible to claim expenses under this program during the period May 1, 2011 to April 30, 2012.

Maximum Allowance Eligibility Criteria

- regular full-time faculty members - \$1,660.00

Prorated Eligibility Criteria

- regular faculty members who are on a reduced load appointment
- faculty members who were appointed after May 1, 2011
- faculty members who retire or terminate prior to April 30, 2012

Prorated amounts are reflected on the form as is any 2010/11 expense carryforward.

All expenses claimed must fit into a category listed on the form and all must adhere to the Principles and Eligible Items. Claims that do not conform to the Principles and Eligible Items will be returned and payment delayed. Please ensure that all faculty members are aware of the list of Principles and Eligible Items which is located at: <http://www.adm.uwaterloo.ca/infofin/Policy/PrinciplesandEligibleItems.pdf>

Please note the submission deadline and payment process (#5 on reverse side of form - Instructions for Completing Claim Form):

- claim forms received in Finance by April 13 will be processed for payment by May 2nd
- claim forms submitted after April 13th may not be processed for 6-8 weeks

Your support in complying with these Principles and Eligible Items will result in more efficient reimbursement to faculty members.

Jane Manson