



AUT Professional Expense Fund (PD) - Claim Form

Section 1: Member Information

AUT Member name: \_\_\_\_\_

Date: \_\_\_\_\_

Group: \_\_\_\_\_

Tel #: \_\_\_\_\_

Email: \_\_\_\_\_@stfx.ca

Employee ID # (5 digits on ID card):

Section 2: Detail of Expenses

Detailed Receipts Required

Table with 4 columns: (A) Enter Total CAD dollar amount paid, (B) Enter any HST/GST amount(s) on receipt, (C) \*Office use\* 67% HST Rebate, (D) \*Office use\* Expense Allocation. Includes a 'Balance Due Claimant' row and a 'Tax Totals' row.

Section 3: Explanation of how this purchase will support your scholarly and/or teaching duties and responsibilities.

Empty text box for explanation.

Section 4: Check each item below.

Checklist of conditions for claim approval, including completion of equipment request, non-payable status, receipt review, and proof of Canadian equivalent.

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Section 5: Dean / University Librarian Office use only.

Amount \$ - PD Year \_\_\_\_\_ Amount \$ - PD Year \_\_\_\_\_

Approved by: \_\_\_\_\_  
Dean / University Librarian Signature

Section 6: Accounts Payable use only.

Group Selection has not been made - accounts to be entered manually.

Internal Purchase: \_\_\_\_\_

GL Account: \_\_\_\_\_ Tax Account: \_\_\_\_\_ Tax Assessment account: 10000-2108

\*New Computer Equipment Request Form