

EMPLOYEE REIMBURSEMENT – Deadline: May 1

All reimbursements related to PDF, Faculty Conference and Presenters Fund, and Reimbursement from Departmental Accounts should be forwarded to KUCAP@kings.uwo.ca.

General Instructions

1. Fill out [Employee Reimbursement Form](#) and save as pdf
2. Scan* all receipts to pdf file (or save as jpegs)
3. Email Accounts Payable (KUCAP@kings.uwo.ca)
 - a. Subject Line = Reimbursement Request –PDF / Conference / General Reimbursement
 - b. Attach pdf of completed Form
 - c. Attach pdf of receipts
4. **Copy the Department Chair/Budget Unit Head if their approval is required on the form.**
5. Print copy of form and attach original receipts
6. Note on front of form “SUBMITTED BY EMAIL ON <DATE>” and set to one side for submission to Accounts Payable at a later date
7. All eligible claims will be processed and reimbursed on either the 15th or 30th of the month

PAYMENT OF INVOICES

Please follow the instructions above, BUT send scanned invoice instead of Reimbursement Form.

Copy the department’s Signing Authority and provide the Account Number to be charged.

*If you do not have a scanner, you can try Adobe Scan for IOS or Android phones.

If you have questions, please contact KUCAP@kings.uwo.ca.