

CARRY FORWARD: YES NO

IF YES - PREV. CLAIM ATTACHED: YES NO

EMPLOYEE NAME/POSITION: _____

DEPARTMENT: _____

SELECT APPROPRIATE CATEGORY:

- Books and journal subscriptions
- Computers, software and ancillary equipment
- Tuition, training and educational course fees
- Membership in professional associations or learned societies
- Conference Registration and related travel
- Recreational facility fees (Faculty only) \$100 limit
- Internet or Cellular expenses (Faculty only) as below:

% Claimed/Used in Performance of UoG Business: _____ %

Monthly \$ Amount/Department Allowance for UoG Business: \$ _____

DETAILS OF ITEM(S) PURCHASED:

HOW ITEM(S) RELATE TO YOUR POSITION AND/OR AID IN PROFESSIONAL DEVELOPMENT:

I understand that PDR purchases remain the property of the University of Guelph.

CLAIMANT SIGNATURE: _____ DATE: _____

AUTHORIZATION SIGNATURE: _____ DATE: _____