

## Application for Course Book Reimbursement

- Please check your employee group's collective agreement or policies to confirm eligibility.
- Submit the completed form and required attachments combined in one pdf file, pages right side up.
- [Submit the completed form to Human Resources using ASK HR.](#)
- Applications received during the month are reviewed for reimbursement in the following month.
- Reimbursements are included on the monthly pay.
- For inquiries please [contact Human Resources using ASK HR](#) or by calling 519-661-2194.

### EMPLOYEE INFORMATION

Name	Western ID Number	Student # (for Western students)
Faculty / Department	Telephone # (Office Extension or Cell Phone)	

### COURSE INFORMATION

Course Title	Course Number
Name of Course Book	Amount Requested
Course Dates From _____ To _____	Marks/Grade

I have attached the book receipt and my grade report.

I hereby acknowledge that if this amount is deemed taxable in the future, I assume all liabilities that may arise.

Employee Signature	Date
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