



Concordia University - Financial Services - Accounts Payable Travel Voucher Form

IMPORTANT

A. For attendance at a conference, **a copy of the conference agenda is mandatory for reimbursement**.

B. The completed travel voucher must be sent by fax (514) 848 - 8626 to the attention of Accounts Payable, GM-701, SGW Campus, **within 24 hours of booking the trip**.

C. To ensure travel arrangements can be booked, please note that travelers must submit their Internal Fund/Org Account number to the travel agent.

Booked Date:

Last Name
(printed):

First Name
(printed):

Faculty/Department:

Account code/Grant number:

Internal phone number:

Email address:

Campus:

Internal address:

Purpose of the trip:*

Destination:

If charged to a research grant,
indicate the traveler's affiliation
to the research project:

Departure Date:

Return Date:

Estimated Cost of Transportation (\$CAD):

Air

Train

Hotel (Reservation)

Car (Reservation)

Indicate travel agent used:*

Norko International Travel

Voyages Group Ideal

Uniglobe Voyages Lexus

Signatures (Please print and sign):

Traveler's signature:

Date:

Approval signature:

Date:

Please note: One travel voucher form per traveler.

** are mandatory fields*