

Concordia University - Financial Services - Accounts Payable Travel Voucher Form

IMPORTANT

- A. The completed travel voucher must be sent by email to accountspayable@concordia.ca to the attention of Katherine Scribner, WITHIN 24 HOURS OF BOOKING THE TRIP.**
- B. For attendance at a conference, please send a copy of the conference agenda.**
- 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:	<input style="width: 95%;" type="text"/>
Last Name (printed):	<input style="width: 95%;" type="text"/>	First Name (printed):
<input style="width: 95%;" type="text"/>		
Faculty/Department:	<input style="width: 95%;" type="text"/>	
Account code/Grant number:	<input style="width: 95%;" type="text"/>	
Internal phone number:	<input style="width: 80%;" type="text"/>	Email address:
<input style="width: 80%;" type="text"/>		<input style="width: 80%;" type="text"/>
Campus:	<input style="width: 80%;" type="text"/>	Internal address:
<input style="width: 80%;" type="text"/>		<input style="width: 80%;" type="text"/>
Purpose of the trip: (if non-conference)	<input style="width: 95%;" type="text"/>	Conference: (Agenda required)
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
Final destination:	<input style="width: 95%;" type="text"/>	
If charged to a research grant, indicate the traveler's affiliation to the research project:	<input style="width: 95%;" type="text"/>	
Departure Date:	<input style="width: 80%;" type="text"/>	Return Date:
<input style="width: 80%;" type="text"/>		<input style="width: 80%;" type="text"/>
Total cost of Transportation including taxes and fees (\$CAD):	<input style="width: 95%;" type="text"/>	
<input type="checkbox"/> Air	<input type="checkbox"/> Train	<input type="checkbox"/> Hotel (Reservation)
		<input type="checkbox"/> Car (Reservation)
Indicate travel agent used:	<input type="checkbox"/> Noroko International Travel	<input type="checkbox"/> Voyages Group Ideal
		<input type="checkbox"/> Uniglobe Voyages Lexus

Signatures (Please print and sign):

(approval can be sent by email to accountspayable@concordia.ca to the attention of Katherine Scribner.)

Traveler's name:	<input style="width: 95%;" type="text"/>	Signature: _____	Date:	<input style="width: 95%;" type="text"/>
Approver's name:	<input style="width: 95%;" type="text"/>	Signature: _____	Date:	<input style="width: 95%;" type="text"/>
Approver's email:	<input style="width: 95%;" type="text"/>	Approver's extension:	<input style="width: 95%;" type="text"/>	