

Concordia University - Financial Services - Accounts Payable Travel Voucher Form

IMPORTANT

- A. The completed travel voucher must be sent by email to cupeu@concordia.ca **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 travellers 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):
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:
Campus:	<input style="width: 80%;" type="text"/>	Internal address:
Purpose of the trip: (if non-conference)	<input style="width: 95%;" type="text"/>	Conference: (Agenda required)
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:
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 to cupeu@concordia.ca)

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