

Concordia University EXPENSE REPORT REIMBURSEMENT FORM

Created: 28-Mar-2019 Finalized: 28-Mar-2019 Report # XP022092

Report Description: Investment Conference In New York

Claimant : YOUR NAME

email : concordianetname@concordia.ca Phone : 5145555555

Address : Your Address

Montreal Quebec HHHHHH Canada

Itinerary : Montreal-New York, Oct 31 to Nov 5, 2018

Method of reimbursement

Date	Description	Fund/Org Code	Account Code	Other Currency	Type	Exchange Rate	Canadian Currency	Tax Code
22-Oct-2018	Accommodation Wed 31- Nov 05: 5 Nights	HC0XXX	706AC				\$478.97	
31-Oct-2018	Taxi-Home to Airport (YUL)	HC0XXX	706LT				\$35.32	
06-Nov-2018	Taxi- Hotel to Airport (New York)	HC0XXX	706LT	40.86	USD	1.356830	\$55.44	
31-Oct-2018	2, 3 Day Metro/Bus Pass- New York	HC0XXX	706LT	20	USD	1.362220	\$27.24	
06-Oct-2018	Flight Ticket- YUL-JFK	HC0XXX	706AR				\$471.30	
02-Oct-2018	New York Investment Conference Registration Fee	HC0XXX	706RG	595	USD	1.316360	\$783.23	
05-Nov-2018	Wed-Mon Full PD Meals	HC0XXX	706PD	268	USD	1.36	\$364.48	

MANDATORY INFORMATION FOR TRAVEL

Purpose of Trip: Investment Conference

Start date: 31/10/2018

End date: 05/11/2018

Destination: New York

Itinerary attached: Yes NA


Program or prospectus attached: Yes NA

*Please state if any expenses pertaining to this trip have already been claimed:

Expense report #:

Travel Voucher

Revised by
(F/S Use Only)

Claimant's Signature: 
Approval Name: Magalie Kanho
Approval Signature: _____
Department Name: HR/ CUPEU

Total: \$2215.98
Less Advances
Less Prepaid Air Train Fare
Amount due to Claimant \$2215.98