

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 NAProgram 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:

 [Please sign your
expense report]

Approval Name:

Magalie Kanho ← [Please fill this name]

Approval Signature:

Department Name:

HR-CUPEU → [use this as department name]

Total:

\$2215.98

Less Advances

Less Prepaid Air Train Fare

Amount due to Claimant

\$2215.98