

Accounts Payable Processes

- Travel
- Reimbursement of expenses
- Corporate cards
- Purchasing of supplies & equipment
- Payment of invoices
 - Related to Purchase Orders/Blankets
 - Direct payments
- Guest honorariums & expense reimbursements (residents of Canada and non-residents)
- Foreign currency payments
- Business Process Office (BPO)

Accounts Payable Contacts

- **Payment of Invoices:**
 - Invoices on POs & Blankets – Vendors A-L: **Ida Garzone**, Ida.Garzone@concordia.ca or x4923
 - Invoices on POs & Blankets – Vendors M-Z: **Margaret Schuster**, Margaret.Schuster@concordia.ca or x4944
 - Direct pay Invoices: **Frederick Clayman**, Frederick.clayman@concordia.ca or x4763
- **Reimbursement of Expenses:**
 - Expense Reports over 500\$: **Mary Melnyk**, Mary.Melnyk@concordia.ca or x4921
 - Expense Reports 500\$ and under: **Katherine Scribner**, Katherine.Scribner@concordia.ca or x4341
- **Corporate Card:** **Cindy Warren**: Cindy.Warren@concordia.ca or x4946
- **Pcard:** **Frederick Clayman**, Frederick.Clayman@concordia.ca, x4763
- **Foreign Currency Payments:** **Frederick Clayman**, Frederick.Clayman@concordia.ca, x4763

Accounts Payable Contacts

- **Travel Agencies:** Katherine Scribner, Katherine.Scribner@concordia.ca or x4341
- **Travel:** (Hotels, rental Cars, Airfare, Train, Other): Mary Melnyk, Mary.Melnyk@concordia.ca or x4921
- **Other Inquiries:**
 - Accounts Payable General Information: 514-848-2424 x4941
 - Accounts Payable email: AccountsPayable@concordia.ca
 - Cspace page (Services → Financial)

Business Process Office (BPO)

Services

- Access to Financial Systems (Banner and Millennium)
 - Financial Reports
 - Purchasing Card
 - Web Requisitions
- Financial System User Training
- Banking Services Support and Compliance
- Business Process Analysis

Contacts

- fisadmin@concordia.ca or help@concordia.ca
- Paul Sarenas - Business Process Manager (x4982)
- Riccardo Campopiano - Systems Analyst (x4945)
- Renee Cohen - Process and Policies Analyst (x4929)
- Liliane Law - FIS Support Analyst (x4922)

Travel Contacts

University Appointed Travel Agencies

- **Norko International Travel**
Contact: Arif A. Khan
Norko International Travel
514 - 871 - 8888
arif@norkotravel.com
- **Uniglobe Voyages Lexus**
Contact: Mrs. Catherine Bouchard
Corporate Travel Consultant
Uniglobe Voyages Lexus
514 - 397 - 9221 Ext. 238
cbouchard@uniglobelexus.com
- **Voyages Groupe Ideal**
Contact: Mickey Pero
Voyages Groupe Ideal
514 - 342 - 9624 Ext. 4880
mpero@visionvoyages.ca

Travel Contacts

Transportation

- **Train:** For travel on via rail you can schedule through the Via Rail website and mention Concordia University discount code 810217; <http://www.viarail.ca/en/fares-and-packages/business-travel/corporate-fares/concordia-university>
- **Car Rentals:** Discount Car & Truck Rental; <https://www.discountcar.com/>
- **Air:** Air Canada Corporate Rewards; <http://www.aircanada.com/en/business/rewards/>
 - Visit Cspace for instruction on how to register for Air Canada Corporate Rewards Program
- **Local Hotels:**
 - Château Versailles
 - Le Nouvel Hotel & Spa
 - Le Meridien Versailles
 - Marriott Residence Inn Montreal-Westmount
 - The Hotel Novotel
 - The Loews Hotel Vogue
 - The Omni Hotel
 - Le Centre Sheraton Montréal