



Business Process Office
Financial Services

Online Expense Reimbursement Forms User Guide

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Introduction

This user guide introduces an online expense reimbursement form to be used by Concordia University faculty and staff which is accessible from the MyConcordia portal.

Prior to the introduction of the online expense reimbursement form, the Expense Report completion task at Concordia University was a completely manual and paper-based process. Hard copy forms were purchased from the Concordia University bookstore. Expenses were handwritten on the hard copy expense reimbursement forms, original copies of the receipts were attached, and the Expense Report was signed by the claimant and the designated approver. When Accounts Payable received Expense Reports, critical fields were left blank and incorrect codes were often entered. Accounts Payable staff often struggled to understand the claimant's/preparer's handwriting which led to errors and reimbursement delays.

Although the new online expense reimbursement form does not completely automate the process, it can be considered a first step to streamline part of the manual functions. For example if you are completing the form on your own behalf, certain fields are auto-populated based on your My Concordia properties (name/employee ID number, email). There are links to account code listings, University policies, checklists and other handy resources. Also, the application keeps an inventory of all the Expense Reports you create for yourself and on behalf of others.

This document details the steps to complete an online expense reimbursement form and submit a complete Expense Report to the Accounts Payable unit of Financial Services.

If you require additional support, or information regarding Expense Reports please contact Accounts Payable.

Section 1: How to complete an Online Expense Reimbursement Form

After allowable expenses are incurred, the Concordia University employee follows these steps to complete an online expense reimbursement form.

Step 1: Log on to MyConcordia Portal

Step 2: Select Financial Services

Step 3: Select Online Expense Report



Step 4: Select Create New Report

1. Enter the Report Description:

Financial Services suggests entering details in this order when completing the Report Description section; For example, for a conference/event: conference/event name, location and inclusive dates, and for a membership: name of the organization, and certification.

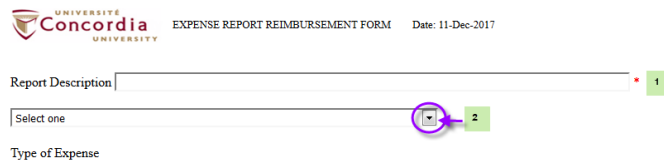
A. If you are completing the online expense form for yourself, an example is:

Cloud Computing Security Conference, Memphis TN, June 3-9, 2017

B. If you are in an administrative role and complete Expense Reports on behalf of another Concordia employee(s), an example is:

Jean Tremblay, Cloud Computing Security Conference, Memphis TN, June 3-9, 2017

2. Select from the drop down list:



3. Select one of the following options:

A. You are completing the Expense Report on behalf of yourself (i.e. you are the claimant)

B. You are completing the Expense Report on behalf of a Concordia University employee (i.e. the employee is the claimant).

C. You are completing the Expense Report on behalf of a Non-Concordia University employee (i.e. the non-employee is the claimant).

4. Select one of the following Types of Expenses:

Personal Expenses (you paid out-of-pocket); or Corporate Card Expenses

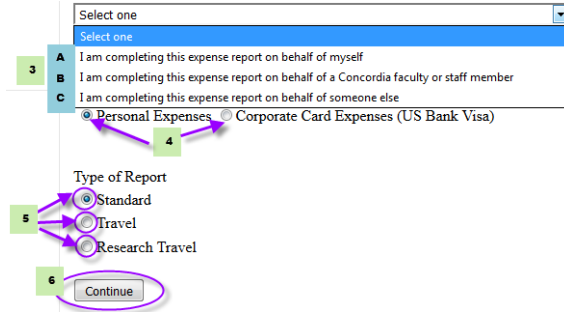
5. Indicate the type of Report:

A. Standard: Non-travel related expenses

B. Travel: Travel expenses not charged to Research Accounts

C. Research Travel: Travel expenses charged to Research Accounts

6. Select "Continue"



Part 1: Expense Reimbursement Form: Personal Expenses

1.1: Completed by the Claimant

When the expense reimbursement form is completed by the claimant, the claimant's Name, Employee ID #, and Email Address are automatically populated. Also, the date the Expense Report was initiated appears in the header.

Select "Continue" to start entering expense items:

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EXPENSE REPORT REIMBURSEMENT FORM Date: 15-Dec-2017

Report Description: San Antonio, Texas, Building Business Capability Nov. 2-10, 2017 *

I am completing this expense report on behalf of myself

Type of Expense

Personal Expenses Corporate Card Expenses (US Bank Visa)

Type of Report

Standard
 Travel
 Research Travel

Reset claimant/ report type info

Employee ID# : 014 XXXX *

Claimant's Name : RENEE COHEN *

Claimant's Email Address: Renee.Cohen@concordia.ca

Continue

* indicates mandatory fields

Cancel

Step 5: Complete the Expense Report:

- 1. Itinerary:** Purpose of the expense(s)/travel, useful for audits and future reference
- 2. Date:** The date the expense was incurred:
 - a. Click on calendar
 - b. Select "<" to change month
 - c. Select exact date
- 3. Description:** Describe the nature of the expense item
- 4. Fund/Orgn:** Fund or Organization code to be charged
- 5. Account Code:** Expense code to be used, select the "Codes" hyperlink, for a complete listing
- 6. Other currency:** If expense was incurred in any other currency than Canadian Dollar (CAD), from the "Select a Currency" drop down menu, select the applicable currency
- 7. Exchange rate:** Exchange rate used to convert the foreign currency value to CAD (exchange rate from credit card/bank statement or online rate)
 - Select "Calculate" which will convert the foreign currency value to CAD and auto-populate the Canadian Currency field
- 8. Canadian Currency:** If expense was incurred in CAD, enter the value in this field. If the expense was incurred in any other foreign currency, leave this field empty as it will auto-populate based on the foreign currency value and exchange rate entered
- 9. Save expense:** Select "save expense info" to save the expense item

Claimant : RENEE COHEN Employee ID# :014 XXXX
 email : Renee.Cohen@concordia.ca

Itinerary (if applicable):

Expense item information:

Date	Description	Fund/Orgn	Account Code (Code)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Currency: \$ Exchange Rate: Canadian Currency: \$

Select A Currency: Exchange Rate: Calculate Canadian Currency: \$

save expense info clear

MANDATORY INFORMATION FOR TRAVEL

Purpose of Trip: Start date: End date:

Destination:

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 (expense report #): Travel Voucher

Revised by (P/S Use Only)

Claimant's Signature: Total:
 Approval Name: Less Advances:
 Approval Signature: Less Prepaid Air/Train Fare:
 Department Name: Amount due to Claimant:

[Summary of Travel Expenses](#) [Travel & Expense Policy](#) [Supporting Document Requirements](#) [Reimbursement Checklist](#)

* indicates mandatory fields

Edit Claimant Information Save Report as Draft Proceed To Print Cancel

Step 6: Add more expense items:

Once you save an expense item, a new set of empty fields will automatically appear allowing you to enter additional expense items.

Step 7: Complete Approval Section:

Enter approver's name

- Must be an authorised approver on the Fund or Organization code(s) being charged

Enter the department name the Claimant is associated with

Step 8: Save Report:

- Select "Save Report as Draft"

It is recommended to save the report as a Draft in order to be able to review/modify the expense reimbursement form before it is finalized or to complete it at a later time.

Once the Draft version is saved, a unique Expense Report Number (XP#) is generated.

Take note of these 4 hyperlinks:

1. Summary Of Travel Expenses: Travel expense guidelines, including Per Diem and other rates.
2. Travel & Expense Policy: Concordia University Travel and Expense Policy (CFO-3)
3. Supporting Documentation Requirements: Guidelines for supporting documentation to be provided as part of the Expense Report
4. Reimbursement Checklist: Recommended to review the checklist prior to finalizing and submitting the Expense Report

UNIVERSITY
Concordia
UNIVERSITY

EXPENSE REPORT REIMBURSEMENT FORM Date: 19-Dec-2017

Claimant : RENEE COHEN Employee ID#: :0140492
email : Renee.Cohen@concordia.ca

Itinerary (if applicable): Air travel and conference expenses San Antonio Texas, Nov. 1-11, 2017

Enter more expense items

Expense item information:

Date * Description Fund/Orgn Account Code (Co) *

Other Currency Exchange Rate Canadian Currency

\$ \$ *

Select A Currency Calculate save expense info clear

Date	Description	Fund/Orgn Code	Account Code	Other Currency	Type	Exchange Rate	Canadian Currency	Tax Code
01-Nov-2017	Return Flight Montreal to San Antonio	UAS271	706AR				\$745.00	Edit Remove

MANDATORY INFORMATION FOR TRAVEL

Purpose of Trip: Start date: End date:

Destination:

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 (expense report #.) Travel Voucher

Revised by (F/S Use Only)

Claimant's Signature: Approval Name: Approval Signature: Department Name:

Total: \$ 745.00
 Less Advances:
 Less Prepaid Air/Train Fare:
 Amount due to Claimant: \$ 745.00

1 [Summary of Travel Expenses](#) 2 [Travel & Expense Policy](#) 3 [Supporting Document Requirements](#) 4 [Reimbursement Checklist](#)


* indicates mandatory fields

Edit Claimant Information Save Report as Draft Proceed To Print Cancel

Step 9: Generate a final copy of the expense reimbursement form (PDF)

A summary of the report is produced, if it looks accurate, select "Print Final"

Online Expense Reimbursement Forms User Guide

 **EXPENSE REPORT REIMBURSEMENT FORM** Created: 18-Dec-2017 ***DRAFT*** Report # XP00222

Claimant : RENEE COHEN Employee ID# :014 XXXX
email : Renee.Cohen@concordia.ca

Itinerary (if applicable): Air travel and conference expenses San Antonio Texas, Nov. 1-11, 2017

Date	Description	Fund/Org Code	Account Code	Other Currency	Type	Exchange Rate	Canadian Currency	Tax Code
01-Nov-2017	Flight Montreal to San Antonio	F00XXX	706AR				\$745.00	
02-Nov-2017	Building Business Capability Conference	F00XXX	706RG	3060	USD	1.2863	\$3,936.08	

MANDATORY INFORMATION FOR TRAVEL

Purpose of Trip: Attend Building Business Capability Conference Start date: 02/11/2017 End date: 10/11/2017

Destination: San Antonio, Texas

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 (expense report #) Travel Voucher

Revised by F/S Use Only

Claimant's Signature: _____ Total: \$ 4681.08
Approval Name: Test Dean Less Advances _____
Approval Signature: _____ Less Prepaid Air/Train Fare _____
Department Name: Test Faculty Amount due to Claimant \$ 4681.08

[Summary of Travel Expenses](#) [Travel & Expense Policy](#) [Supporting Document Requirements](#) [Reimbursement Checklist](#)

A dialog box with a short checklist opens. Review the checklist and select "Continue"


Note: When "Continue" is selected, the expense reimbursement form can no longer be modified

Checklist for Online Expense Reimbursement Form

- Please attach original receipts to your printed expense report to support claims
- Expense reports must be approved by your Supervisor and/or Department Chair, Faculty Budget Office or other as required
- Please send approved expense reports by internal mail to Accounts Payable at GM730

No further changes after this point

- Select "Create PDF file" to open a PDF document of the finalized expense reimbursement form


EXPENSE REPORT REIMBURSEMENT FORM Created: 18-Dec-2017 Finalized: 18-Dec-2017 Report # XP00222

Claimant : RENEE COHEN Employee ID#: 014 XXXX
 email : Renee.Cohen@concordia.ca

Itinerary (if applicable): Air travel and conference expenses San Antonio Texas, Nov. 1-11, 2017

Date	Description	Fund/Org Code	Account Code	Other Currency	Type	Exchange Rate	Canadian Currency	Tax Code
01-Nov-2017	Flight Montreal to San Antonio	F00XXX	706AR				\$745.00	
02-Nov-2017	Building Business Capability Conference	F00XXX	706RG	3060	USD	1.2863	\$3,936.08	

MANDATORY INFORMATION FOR TRAVEL

Purpose of Trip: Attend Building Business Capability Conference Start date: 02/11/2017 End date: 10/11/2017

Destination: San Antonio, Texas

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 (expense report #): _____ Travel Voucher _____

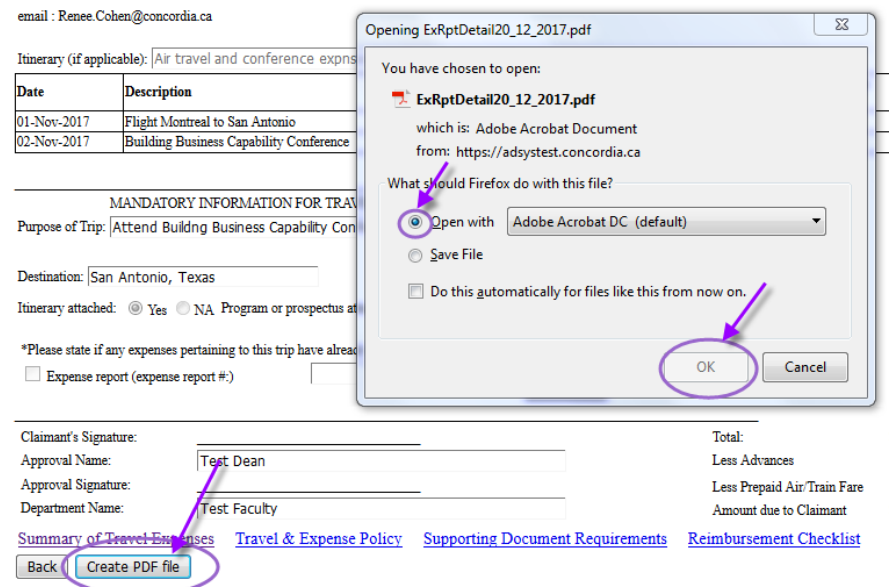
Revised by (F/S Use Only) _____

Claimant's Signature: _____ Total: \$ 4681.08
 Approval Name: Test Dean Less Advances _____
 Approval Signature: _____ Less Prepaid Air/Train Fare _____
 Department Name: Test Faculty Amount due to Claimant \$ 4681.08

[Summary of Travel Expenses](#) [Travel & Expense Policy](#) [Supporting Document Requirements](#) [Reimbursement Checklist](#)

A dialog box will open:

- Select "Open with" Adobe Acrobat DC (default) & then "OK":



email : Renee.Cohen@concordia.ca

Itinerary (if applicable): Air travel and conference expenses San Antonio Texas, Nov. 1-11, 2017

Date	Description	Fund/Org Code	Account Code	Other Currency	Type	Exchange Rate	Canadian Currency	Tax Code
01-Nov-2017	Flight Montreal to San Antonio	F00XXX	706AR				\$745.00	
02-Nov-2017	Building Business Capability Conference	F00XXX	706RG	3060	USD	1.2863	\$3,936.08	

MANDATORY INFORMATION FOR TRAVEL

Purpose of Trip: Attend Building Business Capability Conference Start date: 02/11/2017 End date: 10/11/2017

Destination: San Antonio, Texas

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 (expense report #): _____ Travel Voucher _____

Revised by (F/S Use Only) _____

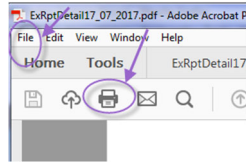
Claimant's Signature: _____ Total: \$ 4681.08
 Approval Name: Test Dean Less Advances _____
 Approval Signature: _____ Less Prepaid Air/Train Fare _____
 Department Name: Test Faculty Amount due to Claimant \$ 4681.08

[Summary of Travel Expenses](#) [Travel & Expense Policy](#) [Supporting Document Requirements](#) [Reimbursement Checklist](#)

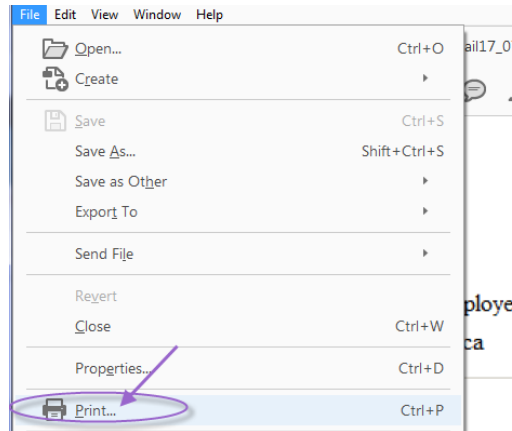
The PDF document is then ready to be printed

Step 10: Printing the expense reimbursement form

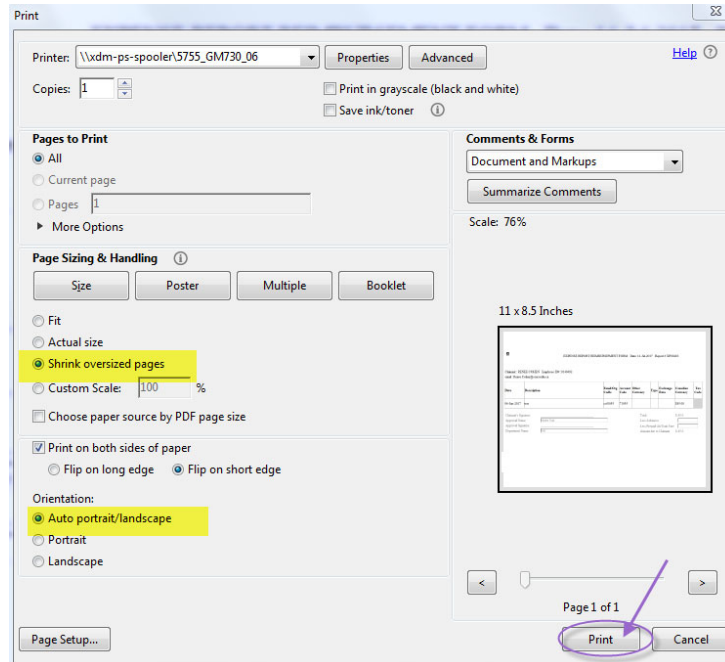
Select "Print" to generate a hardcopy. It is possible the form will not automatically be formatted to print correctly. If this is the case, select "File":



Select "Print":



- Ensure: "Shrink to oversized pages" and "Auto portrait/landscape" are selected



- Select Print

Step 11: The claimant and the approver must sign the expense reimbursement form in the designated fields at the bottom of the page

Step 12: Attach all relevant receipts/proof of payment and any other supporting documentation as required and send the complete Expense Report to Accounts Payable via internal mail at GM730 (see Section 2)

Note: All online expense reimbursement forms (Final and Draft versions), created by a Concordia University employee, can be viewed on the main menu of the Online Expense Report application. Although there is hyperlink to edit all expense reimbursement forms, it is only possible to edit Draft versions.

Also, you may print any expense reimbursement form in this inventory by selecting the "Print Preview" hyperlink.

Report #	Date Created	Last Updated	Final/ Draft	Date Finalized	Report Description	Report Type	Claimant Name	Report Amount
XP00261	21/12/2017 10:27:21 AM	21/12/2017 10:27:21 AM	draft		Orlando, Florida, 19th Annual OPEX Week: Business Transformation World Summit 2018, Jan. 22-26, 2018	Corporate Card	Corporate Card	\$450
XP00241	19/12/2017 11:37:54 AM	19/12/2017 11:37:54 AM	draft		Concordia University, Sustainability Conference, Nov. 15, 2017, Guest Lecturer Mary Smith	Personal	Mary Smith	\$2340
XP00222	18/12/2017 4:18:02 PM	18/12/2017 4:29:29 PM	final	18/12/2017 4:29:29 PM	San Antonio, Texas Building Business Capability Nov. 2-10, 2017	Personal	RENEE COHEN	\$4681.08

1.2: Expense Reimbursement Form completed by someone other than the claimant

This section provides step by step instructions on how someone other than the claimant can complete an online expense reimbursement form. There are two categories of claimants described in this section; Claimants other than Concordia University employees (i.e. guests, visitors, students etc.), and Concordia University employees.

1.2.1: Non-Concordia Employees

Given that the form is only accessible via the MyConcordia portal, a Concordia University employee must complete the expense reimbursement form on behalf of the non-Concordia employee. In this scenario, the non-Concordia employee is the claimant. Reimbursement will be issued directly to the non-employee via electronic payment or check.

Follow steps 1-3 described in Section 1.

Step 4: Complete options section:

- Enter the Report Description, which will appear in the Expense Report listing
- From the drop down menu, select "I am completing this Expense Report on behalf of someone else"
- Indicate that the expense(s) was paid out of pocket by the claimant by selecting "Personal Expenses" and Select the appropriate "Type of Report"

Select "Continue"



Report Description *

I am completing this expense report on behalf of someone else

Type of Expense

Personal Expenses Corporate Card Expenses (US Bank Visa)

Type of Report

Standard
 Travel
 Research Travel

Step 5: Complete the Claimant information:

- 1. Claimant's Name:** Claimant's name in the first name, last name order
- 2. Claimant's Email Address:** Claimant's email address
- 3. Phone Number:** Claimant's phone number
- 4. Address Lines:** Claimant's home address
- 5. City:** Claimant's home address city
- 6. Province/ State:** Claimant's home address province, state, or other
- 7. Postal/ Zip Code:** Claimant's home address postal code, zip code, or other
- 8. Country:** Claimant's home address country

Once all mandatory fields are completed, select "Continue"

Report Description | Concordia University, Sustainability Conference, Nov. 15, 2017, Guest Lecturer Mary Smith *

I am completing this expense report on behalf of someone else

Type of Expense

Personal Expenses Corporate Card Expenses (US Bank Visa)

Type of Report

Standard Travel Research Travel

Reset claimant/ report type info

Claimant's Name : 1 Mary Smith *

Claimant's Email Address 2 marysmith455@hotmail.com *

Phone Number: 3 416-777-9595

Address Line 1: 576 Dufferin *

Address Line 2: 4

Apt/Suite/Office : Apt. 72

City: 5 Toronto *

Province/State: 6 Ontario *

Postal/Zip Code: 7 M8J 4H8 *

Country: 8 Canada *

Continue

* indicates mandatory fields

Cancel

Step 6: Complete the expense detail section

1. **Itinerary:** Purpose of expense(s)/travel, useful for audits and future reference
2. **Method of Payment:** From the drop down menu, select the preferred method of reimbursement: Wire Transfer or Check
3. **Date:** The date each expense was incurred:
 - a. Click on calendar
 - b. use "<" to change month
 - c. select exact date
4. **Description:** Describe the nature of the expense item
5. **Fund/Orgn:** Fund or Organization code to be charged
6. **Account Code:** Expense code to be used, select the "Codes" hyperlink for a complete listing
7. **Other Currency:** If expense was incurred in any other currency than CAD, from the "Select A Currency" drop down menu, select the applicable currency

- 8. Exchange Rate:** Exchange rate used to convert the foreign currency amount to CAD (exchange rate from credit card/bank statement or online rate)
- Select "Calculate" which will convert the foreign currency value to CAD and auto-populate the Canadian Currency field
- 9. Canadian Currency:** If the expense was incurred in CAD, enter the value in this field. If the expense was incurred in any other foreign currency, leave this field empty as it will auto-populate based on the foreign currency value and exchange rate entered
- 10. Approval Name:** Authorised approver for the Fund or Organization code entered in #5
- 11. Department Name:** Department the claimant is associated with
- 12. Save expense:** Select "save expense info" to save the expense item

To add additional expense items, simply complete the expense item information and follow Steps 7-12 in Part 1 to complete and submit the Expense Report.

1.2.2: Concordia Employees

Some departments are structured in that support staff will prepare Expense Reports on behalf of their Supervisors or other Faculty/Staff members within their department.

Follow steps 1-3 described in Section 1.

Step 4: Complete options section:

- Enter the Report Description
- From the drop down menu, select "I am completing this Expense Report on behalf of a Concordia Faculty or Staff member"
- Indicate whether the expense(s) was paid out of pocket by selecting "Personal Expenses" or with a corporate card by selecting "Corporate Card Expenses" and Select the appropriate "Type of Report"

Select "Continue"

UNIVERSITÉ **Concordia** UNIVERSITY EXPENSE REPORT REIMBURSEMENT FORM Date: 20-Dec-2017

Report Description Jean Trembaly, San Francisco, AI Symposium, October 25-26, 2017 *

I am completing this expense report on behalf of a Concordia faculty or staff member

Type of Expense

Personal Expenses Corporate Card Expenses (US Bank Visa)

Type of Report

Standard

Travel

Research Travel

Continue

Step 5: Complete the Claimant information:

1. **Employee ID#:** Claimant's Concordia University Employee ID #
2. **Claimant's Name:** Claimant's name (Concordia University employee that incurred the expense(s)) in the first name, last name order
3. **Email Address:** Claimant's Concordia University email address
4. **Internal Address:** Claimant's Concordia University office location
5. **Phone Number:** Claimant's Concordia University extension number

Reset claimant/ report type info

Employee ID# : 1 0190ABC *

Claimant's Name : 2 Jean Trembaly *

Claimant's Email Address: 3 jean.trembaly@concordia.ca *

Internal Address: 4 GM-250

Phone Number: 5 1234

Continue

* indicates mandatory fields

Follow Steps 6-12 in Part 1 to complete and submit the Expense Report.

Part 2: Expense Reimbursement Form: Corporate Card Expenses

Concordia University employees who are corporate cardholders submit to Accounts Payable their corporate card monthly statements, with a completed expense reimbursement form and relevant supporting documentation, receipts/invoices. Accounts Payable reviews the Expense Report for completeness, accuracy, approval and compliance to University Policy (or granting agency policy as applicable). This section provides the steps on how to complete an online expense reimbursement form for corporate card expenses.

2.1: Corporate Card Expenses (US Bank Visa)

Follow steps 1-3 described in Section 1

Step 4: Complete options section:

- Enter the Report Description
- From the drop down menu, select "I am completing this Expense Report on behalf of myself" or "I am completing this expense report on behalf of a Concordia Faculty or Staff member"
- Select "Corporate Card Expenses (US Bank Visa)" to indicate that the expense reimbursement form is for a corporate card expense(s) and Select the appropriate "Type of Report"

Select "Continue"

The screenshot displays the 'EXPENSE REPORT REIMBURSEMENT FORM' interface for Concordia University, dated 20-Dec-2017. The 'Report Description' field contains 'Orlando, Florida, 19th Annual OPEX Week: Business Transformation World Summit 2018, Jan. 22-26, 2018'. Below this, a dropdown menu is set to 'I am completing this expense report on behalf of myself'. The 'Type of Expense' section has 'Corporate Card Expenses (US Bank Visa)' selected. The 'Type of Report' section has 'Travel' selected. A 'Continue' button is highlighted with a purple circle and arrow, and a 'Cancel' button is visible at the bottom right.

Step 5: Enter Cardholder's details by completing these fields:

1. **Employee ID#:** Cardholder's Concordia University Employee ID #
2. **Cardholder Name:** Concordia University employee that incurred the expense(s) in the first name, last name order
3. **Claimant's Name:** This field will auto-populate to "Corporate Card"
4. **Claimant's Email Address:** Cardholder's Concordia University email address

Select "Continue":

UNIVERSITÉ **Concordia** UNIVERSITY

EXPENSE REPORT REIMBURSEMENT FORM Date: 20-Dec-2017

Report Description: Orlando, Florida, 19th Annual OPEX Week: Business Transformation World Summit 2018, Jan. 22-26, 2018 *

I am completing this expense report on behalf of myself

Type of Expense

Personal Expenses Corporate Card Expenses (US Bank Visa)

Type of Report

Standard
 Travel
 Research Travel

Reset claimant/ report type info

Employee ID# : 1 0190DEF *

Cardholder Name : 2 Frank Academic Chair *

Claimant's Name : 3 Corporate Card *

Claimant's Email Address: 4 frank.chair@concordia.ca *

Continue

* indicates mandatory fields

Cancel

Step 6: Complete the Expense Report:

1. **Itinerary:** Purpose of expense(s)/travel, useful for audits and future reference
2. **Date:** The date the expense was incurred:
 - a. Click on calendar
 - b. Select "<" to change month
 - c. Select exact date
3. **Description:** Describe the nature of each expense item
4. **Fund/Orgn:** Fund or Organization code to be charged
5. **Account Code:** Expense code to charge, select the "Codes" hyperlink for a complete listing
6. **Canadian Currency:** Canadian dollar value of the expense including taxes

Select "Save expense info" to save the expense and/or add more expense item lines.

If expense(s) is related to travel, complete the following fields in the section "Mandatory Information for Travel":

- 7. **Purpose of Trip:** Reason for travel
- 8. **Start and End Date:** Inclusive dates of travel
- 9. **Destination:** Travel destination
- 10. **Itinerary and Program Attached:**

Select either Yes, or not-applicable (NA). If there is an itinerary, program, or prospectus available, it must be included with the Expense Report as part of the supporting documentation.

11. Previous Expense Reprts of Travel Voucher:

Check the applicable box if any other Expense Report or Travel Voucher has been submitted relating to the particular trip

12. Approval Name: Authorised approver for the Fund or Organization code entered in #4

13. Department Name: Department the cardholder is associated with

Follow Steps 7-12 in Part 1 to complete and submit the Expense Report.

1 Itinerary (if applicable): Return Flight Montreal - Orlando, accomadation and meals
NOTE: Separate expense reimbursement form needs to be completed for each research trip.

Expense item information:

2 Date: 12-Sep-2017 * **3** Description: Return Flight Montreal to Orlando **4** Fund/Orgn: *M00XY. * **5** Account Code (Codes): 706AR *

Other Currency: \$ Exchange Rate: **6** Canadian Currency: \$ 450.00 *

Select A Currency [dropdown] [save expense info] [clear] **Last**

7 MANDATORY INFORMATION FOR TRAVEL **8**

Purpose of Trip: Attend Business Transformation World Summit Start date: 21-Jan-2018 End date: 26-Jan-2018

9 Destination: Orlando, Florida **10**

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 (expense report #): **11** Travel Voucher

Revised by (F/S Use Only)

Claimant's Signature:

12 Approval Name: Test Dean * **13** Department Name: Test Department *

Total:
Less Advances
Less Prepaid Air/Train Fare
Amount due to Claimant

[Summary of Travel Expenses](#) [Travel & Expense Policy](#) [Supporting Document Requirements](#) [Reimbursement Checklist](#)

* indicates mandatory fields

[Edit Claimant Information] [Save Report as Draft] [Proceed To Print] [Cancel]

Section 2: Submitting your Expense Report to Accounts Payable

Please review the following checklist prior to submitting your expense report:

- ✓ Does your Expense Report include travel? Provide the purpose of the trip
- ✓ Did you fly or take a train? Include boarding passes. For electronic boarding passes, print them from your email or mobile device to include as part of your Expense Report
- ✓ Expenses incurred in currencies other than CAD? Include supporting documentation for the exchange rate used (credit card/bank statement or online exchange rate)
- ✓ Foreign currency reimbursement by Wire Transfer? Provide relevant banking details
- ✓ Claiming Per Diem Kilometers for use of a personal vehicle? Include Google Maps printout (or similar) showing starting point, destination and total KMs
- ✓ Claiming meals? Include detailed bill of the meal & receipt showing tip/total paid.
- ✓ Meals include other individuals? Provide list of individuals in attendance & purpose of meal
- ✓ Attended a conference? Provide conference program showing name of the conference, inclusive dates and location
- ✓ Attach original receipts to your printed Expense Report to support all claims
- ✓ Expense Report must be approved by your Supervisor and/or Department Chair, Faculty Budget Office or other as required

Forward your completed and approved Expense Report including supporting documentation to Accounts Payable via inter-office mail or in person at S-GM730.

For any questions regarding the online expense reimbursement form please contact the Accounts Payable general line at X4940 or the following Accounts Payable Staff:

Mary Melnyk: Expense Reports 500\$ and over	→ mary.melnyk@concordia.ca or X4921
Katherine Scribner: Expense Reports below 500\$	→ katherine.scribner@concordia.ca or X4341
Cindy Warren: Corporate Card Expense Reports	→ cindy.warren@concordia.ca or X4946
Anastasia Nesterenko: Accounts Payable Supervisor	→ anastasia.nesterenko@concordia.ca or X4943
Helene Tiramola: Accounts Payable Manager	→ helene.tiramola@concordia.ca or X4763