

CONCORDIA

NON-EMPLOYEE EXPENSE REIMBURSEMENT FORM FINANCIAL SERVICES

* Indicates a mandatory field

*Name	Jane Smith		
*Email Address	jane.smith@gmail.com		
*Address	123 Concordia Lane, Apt.#3, Montreal, QC H1H-1H1		
*Method of Payment	CAD Check	*Currency of Reimbursement	Canadian Dollar
*Faculty or Service	Student Services	Select Method of Payment: cheque or direct deposit	
*Business Purpose	CCSL Special Project #X		
Affiliation to Research Grant	Student		

Claimant:	* Please complete all mandatory fields indicated with "*" and email this form with all relevant receipts and other supporting documentation to your contact at Concordia University.
Faculty/ Department:	* Once you have completed your review, please send the completed form and all relevant receipts, supporting documentation and approval from the Cost Object(s) owner to Expenses@concordia.ca * Should the claimant selects "direct deposit" or "foreign currency wire transfer" as the method of payment, please refer to the APRefund app on the Concordia portal for instructions to request claimant bank information via secure link. To ensure the privacy of bank information, please DO NOT include this information on the expense form or in an email.

*Travel Dates			
From	01-Dec-21	To	2021-12-03

*If the reimbursement is not travel related, please indicate the date of the first expense incurred beside "From" and the date of the last expense incurred beside "To".

To be Completed by Claimant							To be Completed by Faculty/Department/Unit		Financial Services	Comments
*Expense Description	*Date	*Location of expense	Amount in Foreign Currency	Currency	Exchange Rate	Amount in CAD	SAP Cost Object	SAP Expense Code (GL code)	Tax code	
Concordia Print Store - printing of catalogue	01-12-2021	Montreal				\$50.00				comments here
Aramark Catering for event	03-12-2021	Montreal				\$100.00				

Details / Comments / Special Instructions / Other Include your project name and number here.	Total Foreign Currency	0.00	Total CAD	\$150.00	
	Less Advances			Less Advances	
	Less Prepaid Travel			Less Prepaid Travel	
	Payable to Claimant in Foreign Currency	0.00		Payable to Claimant in CAD	\$150.00
	Currency				