CONCORDIA

NON-EMPLOYEE EXPENSE REIMBURSEMENT FORM

FINANCIAL SERVICES

CLAIMANT:

Please complete all mandatory fields indicated with [*] and email this form with all relevant receipts and other supporting documentation to your approver/department at Concordia University. **If you have a valid employee ID and are an active employee, please do NOT use this form and use the My Expense Reports tile on the Concordia Hub**.

Name*	Jane Smith	
Email Address*	jane.smith@gmail.com	
Full Home Address*	123 Concordia Lane, Apt.#3, Montreal, QC H1H-1H1	
(Number/Apartment Number, Street Name, City, Province/State, Country, Postal Code)		
Method of Payment*	Direct Deposit (CAD)	Reimbursement Currency*	Canadian Dollar
Concordia Faculty or Department*	Student Services	
Business Purpose*	CCSL Special Project #85	
Affiliation to Research Grant	Student	
Travel Dates ✶		
From: n/a	To:	n/a
Conference/Event Dates ✶		
From: n/a	To:	n/a

*If the reimbursement is not for travel or conference related expenses, please put n/a

FACULTY/DEPARTMENT:

Please ensure the approver/department submits the completed form to the cost object(s) owner prior to submitting it to expenses@concordia.ca. Once approved, the approver/department should send the form and all relevant receipts and supporting documentation to expenses@concordia.ca.

● The non-employee expense claim, receipts and required back-up, and an explicit email approval from the approver/department is to be combined in one (1) PDF and emailed to expenses@concordia.ca for reimbursement.

● Please refer to Steps 4-7 in the non-employee reimbursement instructions for requesting claimant bank information via a secure link. To ensure the privacy of bank information, please DO NOT include this information on the expense form or in an email.

USEFUL LINKS:

HANDBOOKS		POLICIES	
Travel and Conference	CFO-3	Travel and Conference	
Hospitality, Meetings and Events	CFO-10	Hospitality, Meetings and Events	
Procurement	CFO-20	Procurement	

Completed by Financial Services:	
SAP Document Number:	

TO BE COMPLETED BY CLAIMANT								COMPLETED BY FACULTY/DEPARTMENT/UNIT			FOR FINANCIAL SERVICES USE
Vendor/Supplier*	Expense Description*	Date*	Location Expense Incurred*	Amount in CAD	Reimbursement Currency*	Amount in Foreign Currency	Currency	Exchange Rate	SAP Cost Object (Cost Center, Internal Order, or WBS)	SAP Expense GL Code	Tax Code	Comments
Concordia Print Store	Printing of catalogue	2023-10-01	Montreal	50.00								
Limone Catering	Catering for event	2023-11-01	Montreal	150.00								

Details / Comments / Special Instructions / Other:

CCSL 2023-2024 Special Project #85

Total CAD	200.00
Less Advances:	
Less Prepaid Travel:	
Payable to Claimant in CAD:	200.00

Total Foreign Currency	0.00
Less Advances:	
Less Prepaid Travel:	
Currency:	
Payable to Claimant in Foreign Currency:	0.00

Financial Services Notes: