

# CONCORDIA UNIVERSITY

## TRAVEL VOUCHER

### IMPORTANT

- A. Booking for a trip can be authorized by Financial Services (Accounts Payable) only if all prior travel advances are cleared.
- B. For attendance at a conference, please attach a copy of your conference itinerary.
- C. The completed travel voucher must then be sent by fax (514-848-8626) to the attention of Mary Melnyk, Travel Coordinator, in the Accounts Payable Department, GM 701, SGW Campus, **within 24 hours of booking the trip.**
- D. To ensure travel arrangements can be booked, please note that travellers must submit their Internal Fund/Org Account number to the travel agent.

Traveller's name: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Department: \_\_\_\_\_

Account code /Grant number: \_\_\_\_\_

Telephone number: \_\_\_\_\_ email address: \_\_\_\_\_

Campus: \_\_\_\_\_ Internal address: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

If charged to a research grant, indicate the traveller's affiliation to the research project:

\_\_\_\_\_

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

Estimated cost of transportation: \$ \_\_\_\_\_

☐ Air ☐ Train ☐ Hotel (Reservation) ☐ Car (Reservation)

Travel Agent: ☐ Norko International Travel  
☐ Voyages Foreman Ideal  
☐ Uniglobe Voyages Lexus

Traveller's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval signature: \_\_\_\_\_ Date: \_\_\_\_\_