Visitor Claimant Signature Form
Request for Expense Reimbursement

This form is to be used to obtain the signature of University **visitors** who have departed prior to their electronic expense report being processed. Along with the original receipts, this form must be signed and attached to the official printed expense report. *Use of this form is not permitted for McGill employees.*

I, _____ , authorize _____ to submit
      (print visitor's name)   (print person's name)

the following expenses on my behalf. Attached are my receipts for:

Purpose related to the expenses: _____

Expenses were incurred from: _____ to _____
                                          (DD-MM-YY)   (DD-MM-YY)

Amount of original receipt(s) attached: CAD$_____ USD$_____ Other _____

Estimated expense(s) to be incurred following departure: CAD$ _____ USD$_____ Other_____
      (state nature: i.e. taxi, meal) _____

Total estimated request for reimbursement in CAD$_____

To be completed by Requestor at time of expense report submission
True value of total estimated request for reimbursement: CAD$ _____

Claimant's Mailing Address: **(provide complete address)**

Address: _____

City: _____   State/Province: _____

Postal/Zip Code: _____   Country: _____

Reimbursement to be issued in (*choose one*): CAD _____   USD _____   Other (*specify*) _____

(All reimbursements in "other" currencies will be made by wire transfer. The following banking information is required to ensure successful transmission.)

IBAN #: _____

Bank SWIFT/ABA RT# (*if any*):_____

Bank Name: _____

Bank Address: _____

_____

Beneficiary Bank Account Number: _____

Name of Bank Account Holder: _____

I certify that all expenses submitted are accurate and in accordance with University policy and will not be used for income tax purposes. I certify that all expenses paid by the University or by any other party have been deducted. I agree to refund to the University any subsequent reimbursements from other organizations for the expenses submitted.

_____   _____
Claimant's Signature   Date

Revised 2009-02-09