

**Travel Claim Form for CPS Meetings 2010
Concordia University**

1) You should be a member in good standing to make this claim to CPS.

2) You can request for reimbursement of travel and other expenses. With the limited funds available, CPS will not be able to reimburse all your expenses and priority will be given to students and regular members who have made at least one presentation during the meetings.

3) Please attach all original receipts in order for your claim to be processed. Please indicate at time of submission if you need these receipts back. Only claims received on or before July 16th, 2010 will be considered. Please send your claim to Laurie Goldmann, CPS-Secretary Treasurer, 520-17 Aberdeen St. Ottawa, Ontario, K1S 3J3.

Name : _____ Position : _____

Institution : _____

Mailing Address : _____

EXPENSES

Travel:

From : _____ To : _____

By Bus : _____ Train : _____ Air : _____

Total : \$ _____

Accommodation:

Place : _____ # Nights : _____

Total : \$ _____

Other expenses (please specify) : _____

Total: \$ _____

Total Expenses : \$ _____ Total Requested: \$ _____

Do you have any other potential source(s) of funding? Yes__ No__

Signature: _____ Date Submitted : _____