



REIMBURSEMENT CLAIM FORM

Submit (no later than 3 months after the meeting) to :

**QIP 2012 Secretariat (c/o Magalie Lascar)
 DIRO
 Université de Montréal
 C.P. 6128, succursale Centre-ville
 Montréal (Québec) H3C 3J7 CANADA**

**Tel.: 514-343-6111 #47612
 E-mail: qip2012@iro.umontreal.ca**

PLEASE COMPLETE THIS FORM AND ATTACH ORIGINAL RECEIPTS (print clearly)

Name _____
 Mailing Address _____

 City _____ Province/State _____
 Postal/Zip Code _____ Country _____

****Please note reimbursement may take approx. 6-8 weeks after this form is received****

PER DIEM (meals - no receipts required)	\$45.00 X _____ days Attach a photocopy of your airline ticket showing your travel dates (if you are not submitting it for reimbursement) or your hotel receipt
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TRAVEL EXPENSES	Airfare : _____ Attach original receipt, the itinerary and the boarding passes. (photocopies are accepted if we are covering less than 50% of the airfare)
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Mileage: _____ X \$.43/km = \$ _____

Bus / Train: _____ Attach original receipt

Taxi: _____ Attach original receipt

ACCOMMODATION	_____ Attach original receipts
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OTHER	_____ Identify & attach original receipts
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CURRENCY FOR REIMBURSEMENT: __ CDN dollars __ US dollars __ Euros __ GBP

SIGNATURE: _____

I hereby certify that all expenses being claimed by me are correct & proper and are not reimbursed from other sources

