

# Visitor – Expense Reimbursement Information Request Form

## Purpose:

This template can be used to collect information required to create a temporary Concur profile for visitors/non-employees (e.g., retiree) who are claiming an expense reimbursement.

Please note that non-employees/visitors are reimbursed **by cheque** in CAD or USD.

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To process your expense reimbursement with the University of Toronto, please provide the following details **as well as all relevant receipts/back-up documentation** for your expense claim:

## Claimant Information

### Name (as it should appear on the cheque)

First Name\*:

Last Name\*:

### Reimbursement Currency (e.g., CAD, USD)\*:

### Email Address\*:

*Note: the system cannot accept an email address with a ‘—’.*

### Contact Phone Number:

## Mailing Address for Cheque Delivery

Street Address (include Apt/Unit)\*:

City\*:

Province/State\*:

Postal Code/ZIP Code\*:

P.O. Box (if applicable):

Country\*:

## Expense Details

### Business Purpose

Please describe the purpose of your expenses and indicate who you worked with at the University of Toronto.

### Expense Summary:

List your business expenses and amounts below.