

SIGGRAPH Asia Expense Report 2016 - Workshop Organizer

Name: _____

Address 1: _____

Address 2: _____

Country: _____ Phone: _____

Email: _____ Workshop ID: _____

Destination: _____ Purpose: _____

Expenses						Original Currency	TOTAL Amount	Payment Currency	TOTAL Amount
Date/s									
Air, Rail									
Taxi, Limo, Bus									
Hotel									
Meals									
Car Mileage									
Parking									
Tips									
Phone / Internet									
Postage									
Copying									
Supplies									
Miscellaneous									
TOTAL:									
TOTAL PAYMENT:									

* Please pay attention to Page 2 of this document regarding accompanying documents

Full Day Workshop

Workshop organizers: You can apply for travel reimbursement of up to USD \$1,000.00 per accepted Full Day Workshop. Only organizers whose permanent residence is outside of Macao can apply for travel reimbursement.

Half Day Workshop

Workshop organizers: You can apply for travel reimbursement of up to USD \$500.00 per accepted Half Day Workshop. Only organizers whose permanent residence is outside of Macao can apply for travel reimbursement.

Include explanations for the following:

Mileage: from, to, and distance traveled at US \$0.50 per kilometer

Bank Account Information

Account No: _____	Account Holder Name: _____
Int. Bank Code: _____	Swift Code/BIC: _____
Bank Name: _____	Account Currency: _____
Bank Address: _____	Bank Clearing Code: _____
(Bank clearing code is needed for TT's to UK, USA, Australia & Germany)	

Intermediary Bank (Optional)

Bank Code Type: _____	Bank Name: _____
Bank Code: _____	Bank Address: _____
Country/Territory: _____	_____

All Miscellaneous Expenses

Send to:
 SIGGRAPH Asia Conference Management
 Carrie de Souza
 Koelnmesse Pte Ltd
 152 Beach Road
 #25-05 Gateway East
 Singapore 189721

SIGNED by Submitter: _____
DATE: _____

APPROVED by
 Koelnmesse Pte Ltd: _____
DATE: _____

Documents to be Submitted for Reimbursement:

A: Original signed Expense Report & Bank Account Information to be stated clearly
 This must be signed by the person requesting reimbursement and submitted to the Conference Management immediately after the completion of travel. Expense reports received more than 90 days thereafter will not be reimbursed.

B: Receipts for payments

- 1. Copy of air/rail ticket invoice :**
 If no official invoice available (online booking), **attach any document** that states the paid fare (i.e. the printed e-ticket)
- 2. Hotel invoice:**
 If no official invoice available (online booking), **attach any document** that states the paid amount (including room rate per night)
- 3. Transportation** (Taxi, Train, Ferry etc.)
 Attach **original** receipt.
- 4. Car Mileage:**
 State from, to, and distance traveled at US\$0.55 per kilometer

5. Meals:
 Attach **original receipt** and include date, place, meeting subject, and persons

6. All others:
 Attach **original receipt or an image of expense**

All documents need to be provided to the SIGGRAPH Asia Conference Management in order to get reimbursed for the expenses listed in the report.