SIGGRAPH Asia Expense Report 2018 - Courses Presenter (450-2 Courses Contributor Travel)

Name:

Address 1:

Address 2:

Country: **Phone:**

Email: **Courses 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:				

One presenter per half-day course, and one presenter per short course can apply for travel reimbursement of up to USD $1,000.00.
Only presenters whose permanent residence is outside of Tokyo, Japan can apply for travel reimbursement.

Include explanations for the following:
Mileage: from, to, and distance traveled at US $0.50 per kilometer using Google Maps

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   **SIGNED by Submitter:**   **APPROVED by**
152 Beach Road   **Koelnmesse Pte Ltd:**
#25-05 Gateway East
Singapore 189721   **DATE:**   **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 **45 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 using Google Maps

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.