

美國胸肺學院（港澳分會）有限公司

**Reimbursement Form for
Sponsorship to attend Overseas Conference**

Date: _____

To: Secretary and Treasurer, CHEST Delegation Hong Kong and Macau
c/o Ms. Melissa Leung, Clerical Support, CHEST Delegation Hong Kong and Macau

I have attended (name of conference) _____ held in (City, Country) _____ from (date) _____ to _____. I would like to apply for the reimbursement of the expenses related to attending the conference from the CHEST Delegation Hong Kong and Macau Limited subject to final discretion of the Nomination and Sponsorship Committee and the Executive Committee.

I hereby submit the following documents for the purpose of reimbursement (please check all relevant boxes in column A - C):

- A. I have NOT received any honoraria / benefits from the Conference Organizer.
 I have received honoraria / benefits from the Conference Organizer. Please specify: _____
- B. I have attached original receipt for return airfare in economic class. HKD _____
 I have attached original receipt for hotel accommodation of _____ nights. HKD _____
 I have attached original receipt for registration fees. HKD _____
- C. I have attached copy of certificate of attendance.
 Certificate of attendance is not available.
 Reason: The organization does not provide Others: please specify _____
 Letter of self-declaration of attendance is attached

Total amount claimed for reimbursement (ie B – A): HKD _____

NOTE: Please provide bank statement / relevant document on conversion of foreign currency to HKD, please allow 2 decimal places (eg HKD 2,135.17).

I declare that the information stated above is accurate and true to the best of my knowledge. Thank you for your attention.

Best Regards,

Signature

Account Name (in block letters)

Mailing Address

The completed reimbursement form should be sent to Ms. Melissa Leung by email: chest.melissa@gmail.com within 2 months after attended the conference.