



**HONG KONG THORACIC SOCIETY (LIMITED)**  
香港胸肺學會（有限公司）

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

Date: \_\_\_\_\_

To: Treasurer, Hong Kong Thoracic Society  
c/o Ms. Melissa Leung, Clerical Support, Hong Kong Thoracic Society

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 Hong Kong Thoracic Society Limited  
subject to final discretion of the Council.

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: [hkts.melissa@gmail.com](mailto:hkts.melissa@gmail.com) within 2  
months after attended the conference.