

Application for Reimbursement of Conference Expenditure

Note: Allow at least 3 months for processing

By post

To: Dr Tang Hon Lok

Hon. Treasurer, HKSN

Department of Medicine & Geriatrics

Princess Margaret Hospital

Lai Chi Kok, Kowloon

Hong Kong

Date: _____

Dear Dr Tang,

RE: Reimbursement of Conference Expenditure

Please be informed that I have attended (title of meeting) _____

_____ held in _____ from (date) _____ to _____.

I would like to apply for reimbursement from the Hong Kong Society of Nephrology for the expenditure incurred subject to final discretion of the council*, and I submit the required documents as follows:

Please tick:

- A. I have NOT received any honoraria / benefits from the Conference Organizer.
 I have received honoraria / benefits from the Conference Organizer. Please specify:

- B. Original receipts for return airfare and transport in HKD _____
 Original receipt for accommodation of _____ nights,
in foreign currency (if applicable) _____ in HKD: _____
 Original receipt for registration fees, in foreign currency _____ in HKD: -

- Copy of attendance certificate

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

I declare that the information stated above is accurate and I understand that provision of false or misleading information is subject to a penalty. Thank you for your attention.

Regards,

(Signature)

Name (in block letters for account payee)

Hospital: _____

****Please note that the amount of reimbursement is subject to the maximum amount that the Council allocates to the conference or item in question. The maximum allocated will be further reduced by the amount or value of any item that is available to you on a complimentary basis. Hence, the amount reimbursed may not fully cover the amounts actually expended.***