

Application for Reimbursement of Conference Expenditure
Hong Kong Society of Nephrology

By post

Date: _____

To: Dr. Chow Kai Ming
Hon. Treasurer HKSN
Department of Medicine & Therapeutics
Prince of Wales Hospital

Dear Dr Chow,

Re: Reimbursement of Conference Expenditure

Please be informed that I have attended (Title of meeting) _____
held at _____ from (Date) _____ to _____

I would like to apply reimbursement from the Society for the expenditure incurred subject to the final discretion of the Council. I hereby submit the supporting documents as below:

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 receipt(s) for return airfare & transport in HK \$ _____

Original receipt for accommodation of _____ night(s)
In foreign currency (if applicable) _____ in HK \$ _____

Original receipt for registration fees
In foreign currency (if applicable) _____ in HK \$ _____

Copy of attendance certificate

Total amount claimed for reimbursement in HK \$ ie **B minus A** (if applicable): _____

I declare that the information stated above is true and correct. I understand that provision of false or misleading information would be subject to a penalty.

Thank you for your attention.

(Signature)

Name (in block letters for account payee)

Hospital: _____

**Please note that the amount of reimbursement is subject to a capped amount that the Council allocates to individual conference or item involved. The capped amount will be further deducted by the amount or value of any item(s) that is offered to you on complimentary basis. Hence, the net amount reimbursed may not fully cover the actually spent amount. Please allow at least 3 months for processing of the reimbursement.*