



## 2<sup>nd</sup> HKU International Musculoskeletal Tumour Course

7 - 9 December 2018

Organized by the Department of Orthopaedics and Traumatology, The University of Hong Kong



For Internal Use

Application no.:

### Travel Grant for Overseas Participants – Application Form

#### Personal Information

Family Name:	
First Name:	
Position:	
Department:	
Institution:	
Country:	
Email:	
Online Registration Ref. No.:	
Invited by speaker:	Yes (Name of Speaker: ) / No

#### Important Notes to Applicants:

- ❖ Before submission of travel grant application, you are required to register the course and the course fee is paid.
- ❖ You are required to complete the whole course (3 days).
- ❖ Please apply both Hong Kong & China Visas (if necessary) for your trip to Hong Kong before the application.
- ❖ The travel grant with up to HK\$5,000/person will be offered to 10 successful overseas applicants.
- ❖ Please refer to the reimbursement notes of expense claim form for the grant details.
- ❖ Selection criteria is First Come First Served.

Signature: ..... Date: .....



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### Travel Grant for Overseas Participants – Expense Claim Form

#### Personal Information

Family Name:	
First Name:	
Mailing Address: (for sending bank draft)	
Email:	
Contact No.:	

#### Summary of Expenses

Type of expense (e.g, flight, train, etc.)	Date(s) (DD/MM/YY)	Currency	Amount
	/ /		
	/ /		
	/ /		
Hotel	Check in Date & No of Nights	Currency	
	/ /		
<b>GRAND TOTAL</b>			

**Payment method:** ☐ Bank Draft (Name of payee: \_\_\_\_\_)  
☐ Telegraphic Transfer (Please complete the attached telegraphic transfer form)

#### Reimbursement Notes

- Return the completed claim form with original receipts to the registration counter in the course days.
- Air ticket, ground & local transportation and hotel accommodation are reimbursable.
- Economy class should be the cheapest possible category with luggage.
- Reimbursement is based on actual expenses with maximum claim of HK\$5,000.
- Original supporting documents (e.g. e-ticket, receipts, etc.) should be provided.
- Any claim without original receipts will not be considered.
- Payment will be ready within 3 months after completion of the course.
- Email notification will be sent once the payment is made.

*I hereby confirm that I have not and will not seek to obtain further reimbursements for the aforementioned expenses from any other party. I also confirm that I have read and understood the reimbursement notes.*

Signature: ..... Date: .....

**THE UNIVERSITY OF HONG KONG**  
**FINANCE AND ENTERPRISES OFFICE**

**Payee Bank details for Telegraphic Transfer Payment**

<b>To: Finance &amp; Enterprises Office</b>		<b>For FEO Use</b>	
<b>Claimant / Payee Name:</b>		<b>P.A.</b>	
<b>Department:</b>		<b>No.</b>	
<b>Contact Person at Department:</b>			
<b>Telephone Number:</b>			

**Please complete all the fields below for the payee bank details:**

<b>Bank Account Holder Full Name *</b>	
<b>Beneficiary Postal Address</b>	
<b>Bank Name</b>	
<b>Bank Account Number</b>	
<b>Bank Address</b>	
<b>SWIFT Code</b>	

\* The Bank Account Holder Full Name must agree with the payee name in the payment documents.

**Please provide the following according to the destination of the telegraphic transfer:**

<b>Routing no. (for TT to USA)</b>	
<b>IBAN (for TT to Europe)</b>	
<b>Sort Code (for TT to UK)</b>	
<b>BSB no. (for TT to Australia)</b>	

Signed: \_\_\_\_\_  
 Name and Title ( )

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