

### 3<sup>rd</sup> HKU International Musculoskeletal Tumour Course

22 – 24 November, 2019

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

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

##### Personal Information

Family Name:	
First Name:	
Mailing Address: <i>(for sending bank draft)</i>	
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: .....

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For Internal Use	Application no.:
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#### 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: .....