**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 |  | |
|  | / / | |  |  | |
|  |  |  |  | |
|  | **GRAND TOTAL** | | |  |

**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: ....................................................

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: ....................................................