



Application for Reimbursement of Conference Expenditures

Date / /

Dr. PY TSE
Honorary Treasurer
Hong Kong Lung Foundation Limited
C/O Ms. Leung Man Ching Melissa
Conference Secretariat

Dear Dr. Tse

RE: Reimbursement for Conference Expenditures

I have attended (title of meeting) _____ held
in (Place) _____ from (date) _____ to _____.

I would like to apply for reimbursement of the expenses related to attending the conference from the Hong Kong Lung Foundation subject to final discretion of the HKLF Nomination and Sponsorship Committee and the HKLF Executive Board.

I hereby submit the following documents for the purpose of reimbursement (please check all relevant boxes in column A - C):

Application for reimbursement should be sent to the conference secretariat Ms. Leung Man Ching Melissa, P.O. Box 80646, Cheung Sha Wan Post Office or HKLF.melissa@gmail.com or Fax number 27853832, within 2 months after attending the conference. Late application will not be entertained.



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 in economy class HKD_____

Original receipt for accommodation of _____ nights, HKD_____

(Please provide statement/document on conversion of foreign currency to HK dollar if any)

Original receipt for registration fees in HKD_____

(Please provide statement/document on conversion of foreign currency to HK dollar if any)

C. Copy of attendance certificate

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

I declare that the information stated above is accurate and true to the best of my knowledge. Thank you for your attention.

Best Regards,

(Signature)

Name (in block letters for account payee)

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