



## 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):

- 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 for return airfare in standard 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): HKD \_\_\_\_\_

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)

\_\_\_\_\_  
Account Name (in block letters for account payee)