

SIGGRAPH Asia 2013 Course Presenter Expense Report

Name: _____
 Address 1: _____
 Address 2: _____
 Country: _____ Phone: _____
 Email: _____
 Course Title & ID: _____

Dates						TOTAL (orig. currency)		TOTAL (paymt currency)	
Expenses									
Air, rail									
Taxi, Limo, Bus									
Hotel									
Auto mileage									
Parking									
Tips									
Miscellaneous									
SUBTOTAL:									
Less prepaid air ticket									
Less personal expense									
TOTAL:									

Include explanations for the following:

Mileage: from, to, and distance traveled at US \$0.50 per kilometre

Bank Account Information

Account No:	Account Holder Name:
Int. Bank Code:	Swift Code/BIC:
Bank Name:	Account Currency:
Bank Address:	Bank Clearing Code:

(Bank clearing code is needed for TTs to UK, USA, Australia & Germany)

All Miscellaneous Expenses

Send to: SIGGRAPH Asia Conference Administration
 c/o Koelnmesse Pte Ltd
 Katja Muenzer
 152 Beach Road
 #25-05 Gateway East
 Singapore 189721

SIGNED: _____
 DATE: _____

APPROVED: _____
 DATE: _____

Documents to be submitted for reimbur

A: Original signed Expense Report

B: Receipts for payment:

1. **Copy of air/rail ticket invoice :**
 - If **no official invoice available** (online booking), **attach any document** that states the paid fare
2. **Hotel invoice:**
 - If **no official invoice available** (online booking), **attach any document** that states the paid amount
3. **Transportation** (Taxi, Train, Ferry etc.)
 - Attach **original** receipt.
4. **Car Mileage:**
 - State from, to, and distance traveled at US\$0.55 per kilometer.
5. **Meals:**
 - Attach **original receipt** and include date, place, meeting subject, and persons.

All documents need to be provided to the SIGGRAPH Asia Conference Administration in order to get reimbursement for the expenses listed in the report.