SIGGRAPH Asia 2014 Course Presenter Expense Report

Name:

Address 1:

Address 2:

Country: Phone:

Email:

Course Title & ID:

Expenses					Original Currency	TOTAL Amount	Payment Currency	TOTAL Amount
Date								
Air, Rail								
Taxi, Limo, Bus								
Hotel								
Meals								
Car Mileage								
Parking								
Tips								
Miscellaneous								
				TOTAL:				
				TOTAL PAYMENT:				

* Please pay attention to Page 2 of this document regarding accompanying documents

Include explanations for the following:
Mileage: from, to, and distance traveled at US $0.50 per kilometer

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 *TT*s to UK, USA, Australia & Germany)

All Miscellaneous Expenses

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

SIGNED: APPROVED:

DATE: DATE:

Documents to be submitted for reimbursement:

A: Original signed Expense Report

B: Receipts for payments

1. **Copy of air/rail ticket invoice :**
   - If **no official invoice available** (online booking), **attach any document** that states the paid fare
   (i.e. the printed e-ticket)

2. **Hotel invoice:**
   - If **no official invoice available** (online booking), **attach any document** that states the paid amount
   (including room rate per night)

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. **All others:**
   - Attach **original receipt or an image of expense**

C. Bank Account Information to be stated clearly

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