SIGGRAPH Asia 2015 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:				

One presenter per half-day course, and one presenter per short course can apply for travel reimbursement of up to USD $1,000.00.
Only presenters whose permanent residence is outside of Kobe can apply for travel reimbursement.

* 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.

Courses Reimbursement Policy

One presenter per half-day course, and one presenter per short course can apply for travel reimbursement of up to **USD $1,000.00**. Only presenters whose permanent residence is outside of **Kobe**, **Japan** can apply for travel reimbursement.

Travel Approval:
Covered expenses include air and rail fares or automobile travel and hotel.

Reimbursement can only be reimbursed by one person from the course. But at the course organizer's discretion they may be split between multiple presenters. So if a course has a large number of presenters, the workshop organizer may split these benefits amongst presenters if necessary.

Automobile Travel:
If an authorized traveler chooses to travel to the conference by personal automobile, SIGGRAPH Asia 2015 will reimburse at the common mileage rate of the country that the traveler uses the car in. However, SIGGRAPH Asia 2015 will only reimburse up to the cost of a round-trip air ticket from the starting destination provided. Automobile travelers may also receive reimbursement for parking.

Accommodation:
SIGGRAPH Asia 2015 will reimburse hotel room charges provided the hotel bill is in the name of the authorized traveler. It is strongly recommended to book the accommodation in a hotel which is included in the official SIGGRAPH Asia 2015 hotel list.

Not Reimbursed:
Meals, bar tabs, phone charges, internet charges, rental cars, fees, personal expenses, and expenses of guests are not reimbursable by SIGGRAPH Asia 2015.

Reimbursement:
To obtain reimbursement for travel expenses related to your presentation at SIGGRAPH Asia 2015, you must:

- Have prior travel authorization; provide the **Name** and **Email** of the authorized traveler: Send an email to courses_asia@siggraph.org
- Have receipts for all expenses
- Submit a Course Presenter Expense Report within 90 days of completing travel

You are responsible for making your own travel and hotel arrangements.
* You can only be reimbursed after SIGGRAPH Asia 2015.