

## SIGGRAPH Asia 2015 Workshop Expense Report

Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Course Title & ID: \_\_\_\_\_

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

*\* 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.

## **Workshops Reimbursement Policy**

### **Full Day Workshop**

Workshop organizers: You can apply for travel reimbursement of up to **USD \$1,000.00** per accepted Full Day Workshop. Only organizers whose permanent residence is outside of **Kobe, Japan** can apply for travel reimbursement.

### **Half Day Workshop**

Workshop organizers: You can apply for travel reimbursement of up to **USD \$500.00** per accepted Half Day Workshop. Only organizers whose permanent residence is outside of Shenzhen 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 workshop. But at the workshop organizer's discretion they may be split between multiple presenters. So if a workshop 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 [workshops\\_asia@siggraph.org](mailto:workshops_asia@siggraph.org)
- Have receipts for all expenses
- Submit a Workshops 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.