



香港腦科學會

The Hong Kong Neurological Society

SOCIETY SECRETARIAT : Unit A, 2/F, Ming Tak Centre, 135-137 Tung Chau Street, Kowloon Tel:2396 6261 Fax: 2396 6465 Website: www.hkns.org

Reimbursement Form Sponsorship for Society Representatives for Attendance of Overseas Conference / Course / Workshop

Completed reimbursement form should be sent to the Society Secretariat: Unit A, 2/F, Ming Tak Centre, 135-137 Tung Chau Street, Kowloon, with official receipts **within two months** after the last day of conference. Soft copies of related receipts for reimbursement preferred, photo copies are accepted (please make sure you keep the original copy).

A. Personal Data

Name:	(English)		
Institution:			
Email Address:		Mobile:	

B. Details of Visit

Name of Course / Conference / Workshop:			
Date:		Location:	
Amount of reimbursement: (Original receipts are required. Meals and drinks will not be reimbursed)			
a. Registration Fee:	HK\$		
b. Return passage:	HK\$		
c. Accommodation:	HK\$		
d. Local Transportation:	HK\$		
e. Others:	HK\$		
Total:	HK\$		

C. Sponsor Details (If applicable)

Name of Sponsor:	Amount:
Sponsorship: <input type="checkbox"/> Received cheque # _____	/ <input type="checkbox"/> Not yet received

Official Use

Date of Council Meeting:	<input type="checkbox"/> 1 st CM	<input type="checkbox"/> 2 nd CM	<input type="checkbox"/> 3 rd CM	<input type="checkbox"/> 4 th CM	_____ (Year)
Form Received on:	_____				
Sponsor:	_____		Amount:	_____	
Reimbursement cheque:	SC# _____	Payment Date:	_____		