

# SIGGRAPH Asia 2008 Course Presenter Expense Report

Name: \_\_\_\_\_  
 Address 1: \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Dates							
Expenses							TOTALS
Air, rail							
Taxi, limo, bus							
Hotel							
Auto Mileage							
Parking							
Tips							
Miscellaneous							
<b>SUBTOTAL:</b>							
Less prepaid airline ticket							
Less personal expense							
<b>TOTAL:</b>							

Include explanations for the following:  
 Mileage: from, to, and distance traveled at 50 cents per kilometre.  
 Meals: up to S\$75 (US\$50) per day; include date, place, meeting subject, and persons.

**All Miscellaneous Expenses**

**Send to:** Koelnmesse Pte Ltd  
 152 Beach Road  
 #25-05 Gateway East  
 Singapore 189721

SIGNED: \_\_\_\_\_  
 DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
 DATE: \_\_\_\_\_