

SIGGRAPH Asia 2009 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							
						SUBTOTAL:	
						Less prepaid airline ticket	
						Less personal expense	
						TOTAL:	

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: _____