



Request for Reimbursement of Conference/Course Expenses

I would like to reimburse the expenses of the following conference/course, which I attended in representation of HKPDA.

Personal particulars

Name: _____
Address: _____
Email Address: _____
Mobile phone No: _____

Detail of conference / course

HKPDA sponsor number: _____
Venue: _____
Duration: _____

Item	Amount (HKD)	Receipt attached Yes / No*
Registration fee		<input type="checkbox"/> Yes <input type="checkbox"/> No
Passage (to specify)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Accommodation		<input type="checkbox"/> Yes <input type="checkbox"/> No
Others (to specify)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Total (HKD):		

Certificate of the Conference is attached herewith: Yes
 No
Reason: _____

Cheque payable to:

Payment method: (Please tick if appropriate)
1 Send cheque to the following address by mail:

2 Bank in the cheque directly to the following bank information:
Bank name: _____
Bank account number: _____ (Savings Account)
(Will send you the bank in slip for record once it is done.)

I confirm that all the above statements are correct to the best of my knowledge.

Signature: _____ Date: _____

Please send filled form with supporting document to sponsorship@hkpda.org.hk

For Association's internal use only

Total amount approved: _____ Cheque no.: # _____

Please send your reimbursement form to:

The Honorary Secretary, HKPDA, Unit C,3/F, Worldwide Centre, 123 Tong Chau Street, Kowloon Or email to: sponsorship@hkpda.org.hk

*Personal data provided by the applicant will be used strictly in accordance with the HKPDA's personal data policies as set out in the Personal Information Collection Statement. A copy of the Statement can be obtained at HKPDA website <https://www.hkpda.org.hk>, under the "Membership" section.