



Hong Kong Obesity Society Limited
香港肥胖學會有限公司

Request for Reimbursement of Expenses for Conference Purpose

I would like to request for reimbursement of expenses for the following conference which I attended in representation of HKOS.

Personal particulars:

Name: _____

Office address: _____

Telephone: _____ Email: _____

Detail of conference / course:

Title _____

Duration _____

Venue _____

Item	Amount (HK\$)	Receipt attached Yes / No
Registration fee		
Passage (to specify)		
Accommodation		
Others (to specify)		
Total		

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

Signature _____

Date _____