

Conference Registration Proof

For Reimbursement Purposes

Registrant Information

Name: Jane DOE
Department: Department of Computer Science
Institution/Organization: University of Sampleville
Email: jane.doe@sample.edu

Conference Details

Conference Name: International Symposium on Sample Research 2024
Conference Dates: June 18-22, 2024
Location: Sample City Convention Center, Sampleland
Registration Type: Full Conference (Early Bird)
Registration Fee: \$350.00 USD
Payment Date: April 30, 2024
Transaction / Receipt No.: #CONF2024-87654321
Payment Method: Credit Card (VISA)

Attached Documents

- Payment Receipt (PDF)
- Conference Registration Confirmation Email

Date: June 1, 2024

Registrant's Signature

Important Notes

- Ensure all personal and conference details match your submitted registration.
- Attach official payment receipt and confirmation email as supporting documents.
- This proof is to be submitted along with reimbursement forms as per your institution's guidelines.
- Incomplete or inaccurate information may result in delay or denial of reimbursement.
- Keep copies of all documents for your records.