

# 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

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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.