

Conference Expense Statement

Name:

Employee ID / Number:

Department:

Conference Title:

Conference Dates:

Location:

Expense Details

Date	Particulars / Description	Amount (USD)	Remarks
	Conference Registration		
	Airfare / Travel		
	Hotel / Accommodation		
	Meals		
	Local Transport		
	Other (Specify)		
Total			

Advance Received (if any):

Net Amount Claimed / To be Settled:

Signature of Applicant

Date

- Attach all relevant receipts and proof of payment for reimbursement.
- Ensure the information is accurate and expenses are within the approved budget.
- Refer to organization policy for allowable and non-allowable expenses.
- Obtain necessary approvals before submission.
- Retain a copy of this statement for your records.