

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.