

Guidelines for reimbursement for travel expenses for invited speakers for HSBC conferences

Speaker will be reimbursed for travel schedule and price which has been previously agreed upon between HSBC and the speaker. In general, the guidelines for travel will be similar to those applicable within the Chinese University of Hong Kong.

The speaker should buy the air tickets himself/herself accordingly. The cost will be reimbursed by HSBC into an account designated by the speaker after the conference. So please present to the Secretariat of HSBC the receipts for the air tickets as soon as possible after the conference.

Hotel accommodation will be arranged and paid for by the Secretariat of HSBC similar to all other speakers and there is no need for the speaker to book his/her own hotel. If the speaker wants to stay in another hotel, that will be to his / her own cost.

If there is any question, please feel free to contact Ms Yan Lui, Executive Officer, Department of Anatomical & Cellular Pathology, Chinese University of Hong Kong (sinyanlui@cuhk.edu.hk).