

**IFEC 2019: Guidelines to receive travel reimbursement for workshop at APEC 2019**

1. The maximum travel support for each team is \$1000 for UAS domestic teams and \$2000 for international teams outside the USA.
2. Bring hardcopies of receipts of air tickets, hotel payments, meal expense, etc. to the APEC 2019 workshop (Mar 17, 2019) and hand in those receipts to Prof. Ching-Jan Chen, Finance Chair of IFEC 2019 during the APEC 2019 workshop. All receipts need to show the amount paid, the payment methods (cash, card, or transfer) and the date of each payment. For air ticket receipts, travel itineraries are needed to show flight information. For hotel payments, receipts need to show the detailed breakdown of charges, e.g. cost per night, breakfast, internet, parking, tax, etc. The receipts should be for amount spent by the students for attending the workshop.
3. Fill out the table below describing the receipt items (add rows if necessary). If the receipt is in foreign currency please convert to US\$ using the currency exchange rate valid on the date of the transaction.

Receipt item number	Description	US\$ Amount

4. Account transfer information. The name of bank account could be the Advisor or student.

Item	Information
Bank name	
Account name	
Account number	
Address	
ABA routing number or IBAN	
SwiftBIC code	
Other details	

5. Fill out bank transfer information, receipt information and scanned electronic copies of receipts as a single pdf file and e-mail to [Travel .bgty6mzOnt82ujtu@u.box.com](mailto:Travel.bgty6mzOnt82ujtu@u.box.com) before 25 March 2019, with filename: "TeamName\_IFEC2019\_APEC\_Workshop\_Travel\_Reimbursement"
6. The reimbursement will be wired to the team by bank transfer once the receipts are verified.