

Invoice for Reimbursement

Date: _____

From,

Personal Details (as on Bank Account) =>

Full Name: _____

Postal Address: _____

Phone Number: _____

Bank Details =>

Account number / IBAN Number: _____

SWIFT code: _____

Bank: _____

To,

WSPOS Trading Ltd.

Address: The Scalpel, 18th Floor, 52 Lime Street, London EC3M 7AF, United Kingdom.

Reimbursement on account of _____'s (Full Name) participation in WSPOS'S symposium at the _____ (Name of Meeting & Year) that took place in _____ (Country, City) from _____ to _____ (Dates of meeting): _____ USD (Total amount to be reimbursed).

Please note:

- Considering WSPOS is a Charity (Charity Registration Number: 1144806), we will only reimburse return economy air fare & accommodation for only 1 night over & above the duration of the event will be reimbursed. We will not be able to reimburse Business class & any other class of travel & any additional accommodation, i.e., should the individual have extended his / her stay beyond the duration of the conference.
- WSPOS will reimburse up to a 1000 USD. However, should there be some form of support available from the inviting organisation, WSPOS will only reimburse up to 500 USD.

Enclosure of Invoices / Receipts & Summary of Expenditure (please submit invoices / receipts in English ONLY & please ensure that the dates are clearly visible):

1. Travel:

2. Accommodation:

3. Any other:

Total:

Signature