MALAYSIAN SOCIETY OF RHEUMATOLOGY MEMBERS

CONFERENCE EXPENSES

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONFERENCE ATTENDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONFERENCE DATES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXPENSES:

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| --- | --- | --- | --- | --- |
| No | Details | Amount (RM) | Receipt | Copy of receipt |
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Notes:
1. For all foreign currency expenses, please convert amount to RM – actual amount in foreign currency to be entered in the details section

2. Ensure all expenses are accounted for either through receipts/invoices and please provide a photocopy