

# Conference Participation Fee Reimbursement Criteria

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you about the criteria for the reimbursement of conference participation fees. Please find below the guidelines that must be followed to ensure the timely processing of your reimbursement request:

## Reimbursement Criteria:

- Participants must be officially registered for the conference.
- The reimbursement request must be submitted within [insert time frame] of the conference conclusion.
- Original receipts for the registration fee must be attached to the reimbursement form.
- The reimbursement is limited to the cost of registration only; travel and accommodation expenses are not eligible.
- The participant must provide a brief report summarizing their experience and key takeaways from the conference.

## Submission Process:

Please complete the reimbursement form and submit it along with the necessary documentation to [insert email or office location]. Ensure all materials are submitted by the specified deadline.

## Contact Information:

If you have any questions regarding the reimbursement process, feel free to contact [insert contact name] at [insert contact email or phone number].

Thank you for your participation, and we look forward to receiving your reimbursement request.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]