

CAPACITY - BUILDING ON GENDER EQUALITY



7 - 9 September 2026

- Kunming, Yunnan, China

REIMBURSEMENT GUIDELINES

Dear Participant,

We look forward to welcoming you to the **Capacity-Building Programme on Gender Equality and Women's Participation** on 7-9 September 2026. Please read the following instructions on reimbursements carefully **before making your travel arrangements**.

Pre-event

Step 1. Booking of Flight and ASEF Approval

All participants are responsible for making their own travel arrangements to and from Yunnan, China. Please submit (via email to the Organisers) 1 airfare/train quotation for your return journey to Yunnan for approval.

- Please seek the most direct **economy-class connection**.
- The price quote submitted should have either clear screenshots or a travel agent/online quote as attachment.

ASEF will only reimburse the participant for the **approved price quote** for flights or train.

Budget Airlines

Please note that ASEF **does not encourage** participants to **travel by budget airlines**. Should participants choose to travel by budget airlines, please be advised that:

- ASEF will not reimburse meals on flights.
- Luggage allowance will be reimbursed up to a maximum of 20kg.
- In the event of a last-minute cancellation of flight, ASEF will not reimburse flight cancellation fees and/or airfare for new flight tickets.

Post-event

Step 2. Reimbursement of Travel Costs

Invoice / Receipt for airfare/train ticket

Please note the following scenarios and the required documents to be submitted.

1. **Scenario 1:** For air tickets **purchased through your organisation's travel agent and/or paid directly by your organisation - Please submit copies the following:**
 - a. The invoice billed to your organisation from the travel agent
 - b. Proof of payment_(receipt addressed to your organisation, or bank statement or bank transfer that reflects the payment); **and**
 - c. An **official invoice** from your organisation addressed to ASEF for the amount paid for your air ticket.
2. **Scenario 2:** For **air tickets purchased by you** with either of the below options:
3. Online booking: **Please submit copies the following:**

For booking done by you:

- a. **Booking confirmation**
- b. **Online receipt(s) /invoice(s)** for all payments made by you. These documents should reflect your full name as the payer, the amount you have paid and the payment mode.
- c. Copy of bank statement as proof of payment (if payment done via bank transfer)

For booking using the services of a travel agent:

- a. A copy of the **original** travel agent's invoice(s) / receipt(s) which reflect your full name as the payer, the amount you have paid and the payment mode.
- b. Copy of **bank statement** as proof of payment (if payment done via bank transfer)

If you intend to change your initial travel plans, please inform ASEF prior to making changes.

In-bound and out-bound boarding passes / tickets

Travel Reimbursements will only be processed on submission of the all the above documents.

Boarding Passes / e-tickets for all legs of travel **MUST** be retained and included in the submission.

In case of loss of boarding passes or e-tickets, participants must forward the official email letter from the airline company with original signatures and stamp, certifying your journey on the stated flight. In case of a change of travel connections please submit the updated itinerary with the corresponding boarding passes/e-tickets.

Visas

Participants are responsible for securing their own visa. Should you encounter any difficulty, please contact the Secretariat at governance@asef.org for assistance.

For more information on visa requirements, please refer to [Visa-Free Entry Policies for Foreign Nationals-FAQ](#) or reach out to a Chinese diplomatic mission in your country of residence.

For those requiring visa, ASEF will provide a lump sum of **SGD 50** to cover the visa application fee.

Travel Insurance

Please note that it is the responsibility of each participant to have adequate travel and health insurance for the whole duration of his/her trip. The organisers will not be held liable for any incidents related to the travel to or within China.

Post-event Reimbursement

Payment Information

The reimbursement procedure may take approximately 10 to 12 weeks upon receipt of complete set of documentation.

Exchange rates

As transfers will be made from ASEF's SGD, EUR or USD accounts, this might result in some exchange rate differences.

Bank charges

ASEF also covers both remittance and agent bank charges. In case your own local bank charges an additional fee for receipt of overseas transfer, this shall be borne by the participant or your organisation.

Please confirm that your bank/account accepts incoming funds from overseas.

Processing of reimbursement will only be initiated on submission of the complete set of required document.

Check-list: Documents for submission

- 1) Copy of email approval from ASEF of your travel quote corresponding to the amount your claim for reimbursement
- 2) Confirmed booking/e-ticket
- 3) Invoice (addressed to you or your organisation)
- 4) Receipt (addressed to you or your organisation)
- 5) Proof of Payment (bank statement or payment mode reflecting your full name and amount paid)
- 6) Official invoice from your organisation to ASEF (if payment was made by your organisation)
- 7) All inbound and outbound boarding passes (including transits and layovers if any)