

BUSINESS TRAVEL SYSTEM

TRAVEL REQUEST

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Name Dr Jiayuan Yao

Travel Details

Type of Travel* Overseas Conference

Conference title American Geophysical Union 2019 Fall Meeting

Purpose* I plan to attend the American Geophysical Union (AGU) 2019 Fall Meeting. This conference is aimed to provide a good opportunity for researchers from different countries to communicate with each other about their new researches.

Country/Region of Visit* United States ☒ Visa letter required
Passport No E04448599

Venue/City/State/Province San Francisco

Conference Date* From 09 Dec 2019 To 13 Dec 2019

Estimated Travel Period* From 08-Dec-2019 To 16-Dec-2019

Attach Supporting Document [Invition-letter.pdf](#)
[Jiayuan Yao-2019AGU-Abstract.pdf](#)

Event's Website <https://www.agu.org/fall-meeting>

Remarks This travel is supported by M4430309.B50.706022

Financial Support

Funding Source(s) * ☐ University fund (School/Centre/Department operating fund)
☐ NTU funded Project
☒ Externally funded project

Charging Account * M4430309.B50.706022 - EOS-TONG PING (V7)(Other Costs) (End Dt: 31-Mar-2020)

Honorarium From Organiser Nil

Travel Class * ☒ Economy Class ☐ Business Class
☐ Approval has been given for me to travel on business class (see document attached)

Travel Allowance Type* Overseas daily allowance (ODA) and reimbursement claims required (100% ODA)

Expenditure Item

Item(s)	Amount	Estimated Amount (\$\$)
Air Fares	SGD 1,542.60	1,542.60
Overseas Daily Allowance	SGD 655.00	655.00
Hotel	USD 520.00	718.59
Registration Fee	USD 540.00	746.23
Inter-City/State Land Travel	SGD 100.00	100.00
Transport to/from singapore airports	SGD 50.00	50.00
Others (Abstract Fee + Membership Fee)	USD 120.00	165.83

Total Estimated Amount(\$\$) : 3,978.24

Approver And Staff Covering Duty

College/School/Research Centre Earth Observatory of Singapore

Recommender 1

Recommender 2
Recommender 3
Approver* Asst Prof Tong Ping
Covering Duty
Copy to(for information)
Staff Mobile Number * 84573968

Transaction History

Date & Time	Action By	Action	Requested / Decision	Remarks
04-Oct-2019 14:59	Jiayuan Yao	Travel request has been sent to Asst Prof Tong Ping.	Financial support requested: \$3,978.24	This travel is supported by M4430309.B50.706022