

**GUIDELINES FOR THE APPLICATION FOR THE CHAPTER OF PUBLIC HEALTH AND OCCUPATIONAL
PHYSICIANS TRAVEL ASSISTANCE FUND**

1. The travel assistance fund is set up for the purpose of sponsoring members of the Chapter of Public Health & Occupational Physicians to attend overseas conferences and meetings to:
 - a. develop ties and collaboration with public health and occupational physicians chapters/colleges in other countries; and
 - b. promote the Chapter's Public Health and Occupational Medicine conference.
2. This fund is open to local fellows of the Chapter of Public Health and Occupational Physicians (i.e. those who pay the full local rate) of the Academy of Medicine, Singapore. Applicants should settle any subscription fees in arrears and unpaid monies due to the Academy before application can be considered.
3. Considerations will also include:
 - a. the conference and meetings that the applicant will be attending;
 - b. the counterparts in the professional organisations that the applicant will be meeting; and
 - c. the contribution to developing the Chapter and the profession.
4. The applicant shall preferably present a paper at the overseas conference and meetings in order to be eligible to apply and he shall submit a report of the conference/meeting to the Chapter. He will also be expected to continue developing the ties and collaboration with the overseas counterpart on his return.
5. Applications should be made on forms obtainable from the Academy office and submitted to the Chapter Committee at least one month before the date of the meeting. Applications received less than one month prior to the meeting will not be considered.
6. No applicant will be considered for financial support for more than one trip in two financial years from 1st January to 31st December of the following year except under special circumstances at the time of usage.
7. Meetings attended by applicants should generally be of an international or regional character or organised by the equivalent bodies of the Academy eg. Royal Colleges.
8. The travel funding may include the following:
 - a. registration fee for the meeting;
 - b. return economy class airfare with travel insurance; and
 - c. reasonable accommodation for the meeting, eg conference hotels
9. The travel funding shall be limited to an amount not exceeding \$2000.00 and \$5000.00 for travel within ASEAN countries and outside the ASEAN region respectively. The Chapter Committee reserves the right to make exceptions to amount funded on a case-by-case basis.
10. Reimbursement for expenses incurred shall be based on submission of original receipts.
11. The decision of the Chapter of Public Health and Occupational Physicians Committee is final.