

TITLE:

Sponsorship for Overseas Conference

EFFECTIVE DATE:

18 May 2009

REVISION DATE:

1 June 2016

PAGES: **8**

PROCESS OWNER:

Healthcare Manpower Division

APPROVAL:

Director, Healthcare Manpower Division

OBJECTIVE

1. This policy provides guidelines on the application for sponsorship of overseas conferences. The term 'conference' refers to similar events that may be known as congress, symposium, and meeting.

POLICY

2. This policy sets the application and approval procedure for the sponsorship, claimable items and reimbursement of expense claims.
3. All MOHH-employed PGY-1s, Transitional Years, Medical Officers, Residents and Senior Residents are eligible to apply for this sponsorship.
4. The Sponsorship provided is intended as a form of financial assistance to the staff. It may not cover all expenses that arise and the staff may expect to incur some expenses on their own.

APPLICATION CRITERIA

5. Only applicants who are presenting a paper / poster at a conference will be eligible for sponsorship, and it is limited to one sponsorship per calendar year. Those applying for more than one sponsorship within a year may be granted approval under exceptional circumstances.
6. Applications must be submitted to MOHH **at least 1 month before the conference. Retrospective applications will not be accepted.**
7. Applicants must be in active service (e.g. not on no-pay leave) with MOHH during the period of the conference.
8. Applicants who are re-enlisted into the Singapore Armed Forces (SAF) will not be entitled to apply for this sponsorship as they are under the employment of the SAF and suspended from MOHH's employment during the enlistment period.

APPLICATION PROCESS & APPROVAL

9. Applicants are required to complete the 'Overseas Conferences Sponsorship Form for Applicant' (Appendix 1).

10. Applications must be approved by The Head of Department / Programme Director (Appendix 1, Section 2).
11. The completed form together with the following documents are to be submitted to the Secretariat of the Overseas Conference Sponsorship, MOHH:
 - Copy of Abstract(s)
 - Acceptance letter from the Organizer stating the day of presentation (if available)
 - Flyer / Brochure of the conference
 - Details regarding any other form of sponsorship / subsidy (if applicable)
12. Application forms should be submitted by email to physician@mohh.com.sg.
13. The applicant will receive the outcome of the application via email.

SPONSORSHIP

14. The sponsorship will be capped at **S\$ 4,500** for International Conferences and **S\$ 2,000** for Regional Conferences. 'International' refers to direct flights of 6 hours or more, and 'Regional' refers to direct flights of less than 6 hours.
15. If the poster / paper has already been presented at another overseas conference, it is not possible to apply for sponsorship for the same paper in other conferences.
16. Where several staff jointly author a paper, the sponsorship will be provided to only one applicant.
17. All other forms of sponsorship by external parties or other sources MUST be declared on the application form.

CLAIMABLE ITEMS

18. Airfare
 - 18.1 This sponsorship covers flights on economy class only (no premium economy).
 - 18.2 The flight must be the most direct, to and from the conference venue, where possible. If there are no direct flights, a transit of less than 12 hours is allowed.
 - 18.3 Baggage allowances, seat selections and in-flight meals are claimable only for international flights on low-cost carriers.
 - 18.4 The applicant may engage their preferred travel agent to purchase tickets.
19. Subsistence Allowance
 - 19.1 The applicant shall be provided with a daily subsistence allowance (based on rates provided by the Public Service Division) for the duration of the attendance at the conference. The duration excludes additional days for preparation, workshops, seminars or courses. Subsistence allowance rates are subject to review and adjustments twice a year by the Public

Service Division. Reimbursements will be based on the most current rates, which may differ from what is indicated in the sponsorship approval email.

- 19.2 For those days that free meals and lodging are provided, an allowance equivalent to 10% of the eligible subsistence allowance will be paid, but not less than \$10.00 per day to cover incidental expenses.
- 19.3 Applicants receiving other sources of conference subsidies in conjunction with this sponsorship should contact the Secretariat for advice.
- 20. Application Fees for Visitor Visa
- 21. Travel Insurance
 - 21.1 Travel insurance should be purchased for the duration of the trip (i.e. duration of conference, including one day before and after the conference).
 - 21.2 An allowance will be provided for the purchase of travel insurance. The allowance is based on the insurance premium rates of AIG Asia Pacific Insurance Pte Ltd as obtained from MOHH's corporate travel agent, Safe2Travel. Further information will be provided in the email notification to the applicant. Insurance allowance rates are subject to review and reimbursements will be based on the most current rates, which may differ from what is indicated in the sponsorship approval email.
- 22. Poster Charges
- 23. Registration Fee
 - 23.1 Reimbursement for the conference registration fee may be sought from this sponsorship only if the quantum has not been fully utilized for the airfare, subsistence allowance and travel insurance.
 - 23.2 This sponsorship will not provide reimbursements for conference registration fees which have already been claimed via the Personal Training Fund (PTF).
 - 23.3 Course/workshop fees and purchase of course/conference materials will not be covered by this sponsorship.
 - 23.4 Expenses involved in social/non-academic activities will not be covered by this sponsorship

REIMBURSEMENT

- 24. Reimbursement claims should be **consolidated in 1 claim** and submitted via Prosoft within **3 months** of the return from the conference. Please refer to the claim guide on Appendix 3.
- 25. For payments made in foreign currency, reimbursement will be based on the conversion rate provided in the credit card statement/bank draft. In the absence of the

conversion rate, the receipt date will be used to determine the conversion rate from the Monetary Authority of Singapore (MAS) Financial Database to calculate the claim amount.

26. Payment will be credited into staff's payroll.

ENQUIRY

For enquiries, please contact:

The Secretariat (Overseas Conference Sponsorship)
physician@mohh.com.sg or DID: 6622-0987 / 6622-0988

APPLICATION FOR SPONSORSHIP FOR OVERSEAS CONFERENCE

Section 1: To be completed by Applicant

Name : _____ MCR No.: _____

Email : _____ Contact No.: _____

- Senior Resident (Speciality : _____)
 Medical Officer
 Resident / Medical Officer Trainee (Speciality : _____)
 PGY-1 / Transitional Year

Current Posting Hospital/Dept : _____

Details of Conference (Please attach conference details/brochures)

Conference Title : _____

Capacity in which you are attending the event:

- Oral Presentation Poster Presentation

Title(s) of Presentation at Conference : _____

Country : _____ Duration : _____ Days

Start Date : _____ End Date : _____ Date of Presentation : _____

- Regional (less than 6 hours direct flight) International (more than 6 hours direct flight)

Have you accepted any other subsidies or sponsorship?

- No Yes Please specify : _____

I confirm the above paper has not been presented at another international conference.

I declare that the information which I have provided in this application is true and that breach of regulations or inaccurate information in the application will result in liability for severe punishment. I understand that approval of funding is conditional and subjected to the approval of Director, Healthcare Manpower Division.

Applicant's Signature

Date

Section 2: To be completed by Head of Department

Recommended Please specify relevance/benefits of training programme to Applicant's job functions and development needs

Not recommended _____

Name/Designation/Signature

Date

Section 3: To be completed by Approving Personnel

Approved

Not Approved Reasons for not approving : _____

Director, Healthcare Manpower Division, MOHH
Signature & Date

Instructions :

Application forms should be forwarded by

Email: physician@mohh.com.sg

Guide on how to submit post-trip claims on Prosoft for approved overseas conference sponsorships

EFFECTIVE DATE:

1 June 2016

1. Only applications which have been approved by MOHH Secretariat may submit claims through Prosoft.
2. Reimbursements must be submitted via Prosoft within **3 months** from the date of the conference. The 3-month deadline applies to re-submission of rejected claims.
3. Please ensure that all receipts, email acknowledgements and proof of payment (e.g. bank/credit card statement) are clearly provided. If the documents do not state the purpose of the payment, additional documents will be required for verification.
4. For all payments made in a foreign currency, please use the conversion rate provided on your credit card statement/ bank draft. In the absence of the credit card statement/bank draft, please use the receipt date to determine the conversion rate from the Monetary Authority of Singapore (MAS) Financial Database (<https://secure.mas.gov.sg/msb/ExchangeRates.aspx>) to calculate the Singapore-dollar equivalent.
5. Subsistence allowance rates are subject to review and adjustments twice a year by the Public Service Division. Reimbursements will be based on the most current rates, which may differ from what is indicated in the sponsorship approval email.
6. All claims will be verified by the Secretariat, and any amendments made during the verification process will be indicated under the 'Remarks' section.

Step-by-Step Guide:

1. Select a claim type:

HMD Sponsorship (Int'l Conference) / HMD Sponsorship (Regional Conference)

The screenshot shows the Prosoft system interface. At the top left is the 'UNIT4' logo with the tagline 'In business for people'. At the top right is the 'VIRTUALHR' logo with contact information: 'HELPDESK (65) 6829 5510 support@virtualhr.com.sg'. Below the logos is a navigation bar with 'Claim' selected, and other options: 'SELECT SYSTEM', 'APPROVAL', 'CLAIM'. A red notice indicates '(Best viewed in IE11, Firefox or Chrome) Kha Yeon ... User Settings | Sign Out'. The main content area is titled 'Claim Records' and includes a search bar for 'Apply Claim For: Role' (Coordinator) and 'Employee'. Below this are filters for 'Claim Period' (Active), 'Status' (Show All), and 'Claim' (Show All). A table with 13 records is shown, with columns for 'Claim No.', 'Claim Code', 'Claim Date', 'Payment Month', and 'CR Amc'. A dropdown menu is open over the 'Claim' filter, listing various claim types. 'HMD Sponsorship (Regional Conference)' is highlighted in blue. Other options include 'Exit Exam Sponsorship (Senior Residents)', 'HMD Sponsorship (Int'l Conference)', 'HOMODOSR Reimbursement', 'Inpatient Claim (Dependant)', 'Inpatient Claim (Self)', 'Intermediate Exam Sponsorship(Residents)', 'Outpatient Medical', 'Petty Cash - MOHH Sponsorship Marathon', 'PTF', 'Specialist (Dependant)', 'Specialist Outpatient (Self)', 'Transport Claim', 'Work Injury Compensation Claim', 'Work Related Claim', and 'WR Work on Public Holiday'. At the bottom, there is a legend for claim statuses: Approved (green check), Rejected (red X), Pending Approval (yellow question mark), Pending Submission (red exclamation mark), Cancelled (red X), and Pending Cancellation (orange question mark).

2. Click "Apply"

3. Fill up the conference details:

The screenshot shows a web form titled "PENDING SUBMISSION". At the top, there is a dropdown menu for "Claim" set to "HMD Sponsorship (Int'l Conference)" and "Attached Files" with a count of 0. Below this is a table with columns "Name", "Date", and "Status". One entry is visible: "Goh Ginny". There is an "Add CC Persons" button. The form fields include: "Claim No.", "Claim Date" (16-05-2016, Mon), "Travel Request Ref." (Please Select), "Start Date", "End Date", "Length of Stay" (0), "Purpose of Trip" (text area), "Remarks" (text area), "Claim Amount" (0.00, Click save to compute), and "Claim Amount Before Capping" (0.00).

What to type:

- Claim date : Conference start date
- Start date : Conference start date
- End date : Conference end date
- Purpose of trip : Title of the conference
- Remark (*pls do not leave it blank*): Nil

4. Click "Add New Record"

5. Fill up the claims details and click "Save"

The screenshot shows a form for entering claim details. Fields include: "Receipt Date" (calendar icon), "Expense Type" (Please Select dropdown), "Receipt Amount" (0.00, SGD dropdown), "Exchange Rate / Unit" (1.000000, 1.0000), "Converted Receipt Amount" (0.00, SGD), "Claim Amount" (0.00, Click save to compute), "Venue / Description" (text area), and "Remarks" (text area). There are "Cancel" and "Save" buttons at the bottom.

What to type:

- Receipt Date: Conference start date
- Expense Type: <select from dropdown list>
- Receipt Amount: Please select the currency type if payment is made in a foreign currency, and key in the conversion rate based on the amount in reflected on the bank or credit card statement/demand draft/cashier's order or the MAS rate.
- Venue/Description: Country where the conference was held
- Remark (*pls do not leave it blank*): Nil