

IBM Sales Assistance Program – Asia Pacific

Expense Reimbursement Form

Use this Form to claim earned Expense Reimbursement Funds for qualifying activities and eligible expenses listed in the Sales Assistance Program Business Partner Operations Guide. Your participation in the Sales Assistance Program, as indicated by your first submission of an Expense Reimbursement Form, shall signify your acceptance of the terms and conditions contained in the Operations Guide.

Please provide complete name and address information, not abbreviations, in order to facilitate the processing of your expense reimbursement claim.

Business Partner Information

PartnerWorld for Software ID Number:	
Name of Contact for Business Partner Firm:	
Company Name (Legal Name):	
Telephone Number:	
Fax Number:	
Email Address:	

Description of Activity

Expense Reimbursement Category: indicate a single activity with an "x"	
<input type="checkbox"/>	Print Advertising
<input type="checkbox"/>	Direct Mail
<input type="checkbox"/>	Brochures, Literature, Handouts
<input type="checkbox"/>	Radio & TV Advertising
<input type="checkbox"/>	Internet/Web Advertising
<input type="checkbox"/>	Business Shows
<input type="checkbox"/>	Trade Shows
<input type="checkbox"/>	Sales Meetings, Customer Seminars, Demos
<input type="checkbox"/>	Marketing Plans, Campaigns, Sales Kits
<input type="checkbox"/>	Associations
<input type="checkbox"/>	Communications Services
<input type="checkbox"/>	Education/Certification
<input type="checkbox"/>	Equipment Support
<input type="checkbox"/>	Promotional Merchandise

Activity Detail	
Purpose of Activity:	
Target Audience:	
Vendor Providing Service:	
Vendor Invoice Numbers:	
Expense amounts detailed below are shown in the following currency:	
Total Eligible Expense:	
VAT Amount (Singapore Only):	
Activity Start Date:	
Activity End Date:	

Your Signature is Required	
<p>Please sign below to indicate:</p> <ul style="list-style-type: none"> the expenses claimed for reimbursement are in support of IBM and Lotus marketing-related activities this is the only time these expenses are being, or will be, submitted to IBM for reimbursement. <p>By your signature you certify the marketing activity was completed, is eligible for reimbursement, and all statements provided in this Form are accurate to the best of your knowledge. You understand that inaccurate information may be grounds for IBM or Lotus to terminate any existing IBM Business Partner Agreement. You also represent that information in this Form is not confidential, and that there is no restriction on IBM's or Lotus' use of it. IBM or Lotus may contact any person or institution identified in this Form for the purpose of verifying information contained in this Form.</p>	
Your Name:	
Your signature:	
Date:	
<p>* IF YOU SUBMIT THIS FORM ELECTRONICALLY:</p> <p>BY SUBMITTING THIS FORM, YOU ATTEST THAT the statements provided in this Form are accurate to the best of your knowledge. You represent that the information in this Form is not confidential. IBM or Lotus may contact any person or institution identified in this Form for the purpose of verifying information contained in this Form.</p>	

Please fax your completed Form to:
 Asia Pacific Support Center
Fax: (632) 814-0718