



Growing Infrastructure – Enabling & Structuring for Private Sector Participation in Finance and Innovation

Sponsorship Terms and Conditions:

1. This document sets out the Terms and Conditions for Infrastructure Asia’s (“InfraAsia”) sponsorship for participants of the “*Growing Infrastructure – Enabling & Structuring for Private Sector Participation in Finance and Innovation*” (“Course”).
2. “Participant(s)” refer to individuals who have (i) registered for the Course, (ii) received confirmation of acceptance from Singapore Management University via email, and (iii) confirmed acceptance of placement by following the instructions provided by Singapore Management University.
3. Each participant shall be **sponsored** for:
 - a) Course fees for the relevant Module of “*Growing Infrastructure – Enabling & Structuring for Private Sector Participation in Finance and Innovation*”.
 - b) Hotel accommodation (4-star) within 10-minutes’ walk from Singapore Management University Administration Building.
 - c) Applicable for Module 1 only: Exam fees for APMG PPP Foundation Exam
4. Each participant is eligible to be **reimbursed** for:
 - a) Return economy-class air tickets for 1 traveller from home country to-and-fro Singapore on most-direct route (including domestic connecting flights, if any)
 - b) 1 Standard Taxi/Private-hire car journey from Changi Airport to InfraAsia’s assigned hotel, with no stops in-between the pick-up and drop-off
 - c) 1 Standard Taxi/Private-hire car journey from InfraAsia’s assigned hotel to Changi Airport, with no stops in-between the pick-up and drop-off

Hotel Sponsorship

5. Hotel accommodation will be provided for the duration beginning at check-in **one (1) day before** Course commencement, and **check-out one (1) day after** Course completion. Any extension of stay will be at participants’ own cost.
6. Should participants choose not to utilise the hotel accommodation provided by InfraAsia, participants shall book his/her own accommodation at his/her own cost.

Air Ticket Reimbursement

7. For avoidance of doubt, economy-class air tickets refer to the following or similar:
 - a) Singapore Airlines: Fare Basis Code V, K, Q, N, M, H, W, Y, B, E
 - b) Philippine Airlines: Economy Flex and below
 - c) Garuda Airlines or Batik Air: Eco-Flexible and below
 - d) Air India: Flexible Economy and below
 - e) Cambodia Angkor Air: Economy Flex and below
 - f) Vietnam Airlines: Economy Flex and below
 - g) Biman Bangladesh Airlines: Economy Flexi and below

Premium economy-class air tickets shall **not** be eligible for reimbursement.

8. Participants are expected to arrive in Singapore **one (1) day before** Course commencement, and **depart Singapore one (1) day after** Course completion. For participants intending to extend their stay in Singapore, please inform Infrastructure Asia before booking travel arrangements, to ensure that reimbursement claims for air tickets are approved.
9. For participants intending to take alternative, cost-efficient modes of transport between Singapore and home country e.g. ferry to and from Batam, please inform Infrastructure Asia before booking travel arrangements, to ensure that reimbursement claims for travel fares are approved.
10. Reimbursement is only valid for travel tickets purchased and issued **before** participant's travel to Singapore.

Ground Transport Reimbursement

11. Private-hire car refers to a standard economy car with 4 passenger seats booked on ride-hailing apps. These include but are not limited to:
 - a) Grab: JustGrab, GrabCar, Standard Taxi
 - b) Ryde: RydeX
 - c) Gojek: GoCar
 - d) CDGZip: ComfortRide
 - e) TADA: Economy
12. The following are **not** eligible for reimbursement:
 - a) Limousine and luxury taxis (e.g. Mercedes Taxi, Maxi Cab, and the likes)
 - b) Premium service ride-hailing (e.g. GrabCar Premium, GoCar Premium, and the likes)

Participants will not be reimbursed for any additional transport made within Singapore e.g. between designated hotel and course venue.

Reimbursement Conditions

13. Reimbursement is contingent on (i) 100% in-person attendance* at the Course as registered by Singapore Management University; and (ii) Submission of reimbursement documents i.e. merchant invoice/ receipts, credit card statement etc for **each** of the expenses incurred. The deadline for submission of reimbursement documents shall be 7 calendar days after the last day of the Course (unless prior approval from InfraAsia is sought for extension of stay after the Course). No reimbursement will be made for expenses of which the supporting documents are submitted after the deadline. No reimbursement will be made for expenses without supporting documents.

*Participants who are unwell and unfit to attend the Course **after** arrival into Singapore shall furnish a medical certificate issued by a Doctor registered with the Singapore Medical Council, to remain eligible for reimbursement of expenses listed in Paragraph 4. The expenses associated with visiting a Doctor and getting the medical certificate shall be borne by participants.



14. For avoidance of doubt, participants who are unable to travel to Singapore due to any reasons, medical or otherwise, shall **not** be eligible for reimbursement of expenses listed in Paragraph 4. Participants are advised to purchase his/her own travel insurance. Participants are expected to inform Infrastructure Asia of the reason(s) of absence.
15. Participants will be provided with a claim template and instructions for claim before Course commencement.
16. Reimbursement will be carried out in participants' home currency at the exchange rate applied by InfraAsia. InfraAsia will not refund or recover any difference between the actual and imposed rate subsequently.
17. Reimbursement will be disbursed within **60 calendar days** from the deadline of submission of receipts and upon submission of complete supporting documentation.
18. For avoidance of doubt, participants shall be responsible for his/her own expenses for:
 - a) Visa application
 - b) Transport to and from residence/office and airport within home country
 - c) Travel and COVID-19 insurance
 - d) Additional baggage charges
 - e) Seat selection charges
 - f) Any additional charges associated with air ticket (e.g. rebooking, name change, ticket reissuance, cancellation charges)
 - g) Any other personal expenses incurred before, during and after air-travel (e.g. lounge access, food & beverage not included in the airfare, duty-free shopping, fines and surcharges)
 - h) Early check-in or late check-out fees at designated hotel
 - i) Additional incidental charges incurred at hotel (e.g. mini bar, room service)
 - j) Additional meals not provided at the course venue (only breakfast and lunch will be provided during the course dates)
 - k) Any other charges, personal expenses, fines, penalty incurred by participants and/or anyone acting on behalf for participants.
19. Participant(s) shall indemnify and hold harmless InfraAsia from and against any loss or damages (including injury or death), cost and expenses (including, but not limited to, legal fees, court costs, medical fees) arising from, in relation to and/or in connection with any and all activities conducted or undertaken by Participant(s) and/or anyone acting on behalf for Participant(s).
20. In case of any disputes on the Terms and Conditions in this document, InfraAsia's decision shall be final.
21. Please direct any queries on the sponsorship and reimbursement terms to growinginfra@infrastructureasia.org.

As of 22 November 2022