**SABAH BE HERE FOR YOU - MICE INCENTIVE 2020-2021 APPLICATION**

**\*\*** Forms available on website **be.sabahtourism.com.**

NOT APPROVED

Approved Letter for support will be issued to successful applicant

APPROVED

Assessment by

MICE Committee

Actual Event

After completion of event submit

**\*\*‘Reimbursement Form’**.

To attach:

* Copy of support approval letter from Sabah Tourism Board
* Copy of receipts paid to any local suppliers
* Copy of invoices of the relevant expenditures
* Final number ofparticipants’ list
* **\*\***’Feedback Form’
* Event Images in USB
* event images in USB

Secretariat to ensure all required documents are in order

Submit \*\*’**Covering Letter’** and

\*\*’**Support Request Form’**

To attach:

* 1. Programme / Itinerary
  2. Participants Details

Applicant to ensure MICE Group meets **Sabah BE *here for you* – MICE Incentive Application Criteria**

Prior to applying