## SABAH BE HERE FOR YOU MICE INCENTIVE APPLICATION

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

Applicant to ensure MICE event meets Sabah **BE here for you – MICE Incentive** Application Criteria Submit -\*\*Covering Letter and \*\*Support Request Form To attach -1. Event background/ Programme / Itinerary For in-person/Hybrid events 2. Participants Info/ Details Secretariat to ensure all required documents are in order Assessment by NOT MICE Committee **APPROVED APPROVED** Approved Letter for support will be issued to successful applicant Event Day! After completion of event submit -\*\* Reimbursement Form and

## \*\*Feedback Form

To attach -

- Copy of support approval letter from Sabah Tourism Board
- 2. Final number of participants' list and details
- 3. Event Images in USB/Email For in-Person/Hybrid events
- 4. Copy of receipts paid to any local suppliers
- 5. Copy of invoices of the relevant expenditures