



United College, The Chinese University of Hong Kong



Reimbursement Application for Social Fund 2023-2024
1 July 2023 – 15 June 2024

Personal Particulars

Applicant's Name (Payee): Staff I.D.:
Post: Department:
Email Address: Telephone no.:

Expenditure information

Please put a "✓" where appropriate:

Lunch Dinner Refreshment

Date: No. of people (including the applicant):

Venue:

Amount to be reimbursed: HK\$

Participants: (please provide full names and student I.D. no. if applicable; and attach separate sheet if necessary)

Notes:

- 1. Reimbursement claims must be supported by original receipts/vouchers/bills.
2. The Fund will sponsor students of other Colleges joining the meals/refreshments, but there should be at least 1 UC student in each gathering...
3. All reimbursements will be made by bank auto-pay to the applicant.
4. Applications should be forwarded to the College Office of United College for processing.
5. For more details, please refer to the "Guidelines for the Use of United College Social Fund 2023-2024".
6. 2023-2024 applications should be submitted to Mr Ken Chan (Tel: 3943 1288), United College on or before 15 June 2024.

I declare that the above information is correct, and the expenses are in compliance with the administration guidelines approved by United College.

Signature: Date:

Endorsement by Warden (for applications from Resident Tutors):