



### Reimbursement Application for Social Fund 2021-2022

#### 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 except for the PE teachers and Debate Team Warden.
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 administration guidelines of the Fund.
6. **2021-2022 applications should be submitted to Mr Henry Cheung (Tel: 3943-7573) , Dean of Students' Office, United College on or before 15 June 2022.**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Endorsement by Warden (for applications from Resident Tutors): \_\_\_\_\_