



**United College, The Chinese University of Hong Kong
Reimbursement Application for Social Fund 2019-2020**



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. **2019-2020 applications should be submitted to Ms Maggie Yu (Tel: 3943-1948) , Dean of Students' Office, United College on or before 15 June 2020.**

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

Signature: _____ Date: _____

Endorsement by Warden (for applications from Resident Tutors): _____

For Office Use Only

Checked /Received		
Approved by A/C Holder		
Company Code		
Cost CTR / Project Code		
Qty (%)	%	%
Account Code		
Checked/Approved by Bursary	/	
Initials of Signer(s)		
Posting Date		