



United College, The Chinese University of Hong Kong



Reimbursement Application for Social Fund 2025-2026
1 July 2025 – 15 June 2026

Personal Particulars

Claimant's Name
(Payee): _____ Staff / Student I.D.: _____

Post: _____ Department: _____

Email Address: _____ Telephone no.: _____

Expenditure Information

Please put a "✓" where appropriate:

☐ Lunch ☐ Dinner ☐ Refreshment

Date: _____ No. of people (including the claimant): _____

Venue: _____

Amount to be reimbursed: **HK\$** _____

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

Payment Method: (only applicable for Student Claimants)

Bank Name: _____ Bank Account: _____

Notes:

1. Reimbursement claims must include original receipts/vouchers/bills. **Please attach each thermal paper receipt with a photocopy on the same A4 sheet to prevent fading.**
2. The Fund will sponsor students of the 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 "Guidelines for the Use of United College Social Fund 2024-2025".
6. **2025-2026 applications should be submitted to Mr Ken Chan (Tel: 3943 1288), United College on or before 15 June 2026.**

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

Claimant's Signature: _____ Date: _____

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