



United College, The Chinese University of Hong Kong
UC Shum Choi Sang Mentorship Programme:
Year of Joseph W N Cheung 2021-2022



Reimbursement Form

A. Personal Particulars			
Name of Applicant:	(Eng)	(Chi)	
Group:			
Email:	Contact Phone No.:		
B. Payment Method (Please ✓ when appropriate)			
<input type="checkbox"/> Bank Autopay			
Bank Name:			
Bank Account No.:			
Account Holder Name:			
<input type="checkbox"/> Crossed Cheque			
Payee Name:			
Mailing Address:			
C. Expenditure Information			
Event Date:			
Venue:			
Amount to be reimbursed:	HK\$		
No. of Participants (Including applicant):	(Mentor)	(Mentee)	
List of participants: (Please provide FULL names; You may attach separate sheet if necessary)			
Mentor		Mentee	

Notes:

- Reimbursement claims must be supported by receipts and reimbursement form (with 2-3 group activities photos).
**Original receipt: Please submit to Dean of Students' Office, 2/F Tsang Shiu Tim Building, United College*
**Softcopy receipt: Please send to chilliestam@cuhk.edu.hk*
- This sponsorship only applicable to participants of UC Mentorship Programme 2021-2022. The college will provide sponsorship (Max. HK\$50/head, reimbursed upon actual expenses) to group at most twice a year (once per term) after organising group activities. At least TWO mentors must be presented in group activities.
- For details, please refer to "Group Activities Guidelines" posted on UC Mentorship Website <https://www.uc.cuhk.edu.hk/wp-content/uploads/mentorship/2021-2022/Group-Activities-Sponsorship-Guidelines-website.pdf>
- All reimbursement claims for UC Mentorship Programme 2021-2022 should be submitted to Miss Chillies Tam (3943-1948/ chilliestam@cuhk.edu.hk) on or before 31 July 2022.

I declare that the above information is correct, and the expenses follow the guidelines of this sponsorship.

Applicant's Signature: _____ **Date:** _____