



**United College, The Chinese University of Hong Kong**  
**UC Shum Choi Sang Mentorship Programme:**  
**Year of Philip Y C Sin 2023-2024**



**Reimbursement Form**

<b>A. Personal Particulars</b>			
Name of Applicant:	(Eng)	(Chi)	
Group:			
Email:			
Contact Phone No.:			
<b>B. Payment Method (Please ✓ when appropriate)</b>			
<input type="checkbox"/> <b>Bank Autopay</b>			
Bank Name:			
Bank Account No.:			
Account Holder Name:			
<input type="checkbox"/> <b>Crossed Cheque</b>			
Payee Name:			
Mailing Address:			
<b>C. Expenditure Information</b>			
Event Date:			
Group Activity/Venue:			
Amount to be reimbursed:	<b>HK\$</b> <i>(Max. HK\$50/head, reimbursed upon actual expenses)</i>		
No. of Participants (Including applicant):	(Mentor)	(Mentee)	
List of participants <i>(Please provide FULL names; You may attach separate sheet if necessary)</i>			
<b>Mentor</b>		<b>Mentee</b>	
<b>D. Mentor/Mentee's Sharing (Sharing will be posted on college website/social media)</b>			
<p><i>*Anything you would like to share? / What's your most unforgettable moment in this activity? (within 50 words)*</i></p>			

**Notes:**

1. Reimbursement claims must be supported by receipts, reimbursement form together 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](mailto:chilliestam@cuhk.edu.hk); OR WhatsApp 3943-1948*
2. This sponsorship only applicable to participants of UC Mentorship Programme 2023-2024. 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 (with at least TWO mentors in the same group must be presented in each group activity).
3. For details, please refer to "*Group Activities Guidelines*" posted on UC Mentorship Website
4. Submission Deadline (Overdue will not be accepted):  
1<sup>st</sup> Term: 31 December 2023  
2<sup>nd</sup> Term: 31 July 2024

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

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_