



United College, The Chinese University of Hong Kong



Reimbursement Application for Social Fund 2022-2023
1 July 2022 – 15 June 2023

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 "Guidelines for the Use of United College Social Fund 2022-2023".
- 6. **2022-2023 applications should be submitted to Mr Henry Cheung (Tel: 39437573), United College on or before 15 June 2023.**

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

Signature: _____ Date: _____

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