Rance Lee Mentorship Programme -Activity Fund for Mentorship Gatherings Reimbursement Form

INSTRUCTION - Please read through the details about Rance Lee Mentorship Programme – activity fund for mentorship gatherings as stated in page 2 before filling in the following form.

Payee Name*:				
Paid by:	☐ Crossed	☐ Bank		
	cheque*	auto-pay	Bank Name:	
Bank Account No.:				
*Mailing Address:				
*All issued crossed cheques will be sent to the payee with address provided above. Please provide DETAILED mailing address				
and payee name should be the same as the bank account name.				
Personal Particulars				
Name of applic			Student ID (if applicable):	
- 4				
Details about the Gathering				
Nature of Activ			D -:1	
1 7		Reimbursement Amount (HK\$):		
venue:				
Please briefly describe the activity, your feeling and learning.				
Total no. of participants (Including Applicant):				
List of participants in FULL name (please attach separate sheet if necessary)				
	Mentor(s))	Mentee(s)	
Photo Link:				
Please share the photo link with at least 5 ORIGINAL photos in file size 1MB each for our reference. The photos				
should be taken during the gathering and capture the faces of all participants listed above as the supporting				
document of their presence.				
Remarks:				
(1) Please attach ORIGINAL RECEIPTS or other supporting documents as specified in page 2, Instruction for Reimbursements. (2) Please submit this from to UG09, Dean of Students' Office, Wu Yee Sun College, CUHK within 2 weeks after the gathering.				
Applicant's Signature				

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Date:

Activity Fund for Mentorship Gatherings <u>Instruction for Reimbursements</u>

Objectives:

Rance Lee Mentorship Programme emphasizes on <u>social networking</u> with multiple functional consequence, for instance, career planning, friendship building and information sharing etc. Activity Fund for Mentorship Gatherings is set up to encourage gatherings among mentors and mentees for casual sharing, learning and/or enjoying service.

Eligibility:

All the recognized mentors and mentees (including graduated mentees) under Rance Lee Mentorship Programme are eligible to get the funding support for the activity organized with the participation of <u>at</u> least one mentor and one mentee.

Funding amount:

A maximum of HK\$3,000/group for each calendar year. The subsidy will be reimbursed upon completion of the gathering and submission of the reimbursement form with original receipts. Local transportation fee should be borne by the participants.

Examples of activities:

Meal gatherings, movies and performances, sports activities, outings & museum visits etc.

Requirements:

- 1. A group representative has to present a reimbursement form stating the details about the gathering, plus <u>at least five activity photos</u> in file size 1MB or above <u>within two weeks after the gathering</u>.
- 2. Original receipts have to be presented as the supporting documents for reimbursement; should the receipts be in electronic format, the following statement has to be made with the signature of the group representative.

The original invoice/official receipt is not available. I hereby certify that this copy of invoice is the only claim for reimbursement. No reimbursement has been/will be supported by other funding sources.

Signature

[Full name of the representative]

3. The group representative can send the signed form together with the original receipts by mail or in person to

UG09, Dean of Students' Office, Wu Yee Sun College The Chinese University of Hong Kong Shatin, N.T.

Group Sharing:

The group may be invited to give an oral presentation/ sharing of their activities in College event(s).

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