**Department of Aeronautical and Aviation Engineering**

**Reimbursement Form for Associate Money**

*Please attach the original receipt(s) at the back of the form.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receipt No.** | **Description** | **HKD** | **RMB** | **USD** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
|  | **Total** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Claimer: |  | Staff/ Student no.\*: |  |
| Declaration of conflict of interest: | Y / N\* | Signature: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of User: |  |  |  |
| Declaration of conflict of interest: | Y / N\* | Signature: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Chief Supervisor: |  |  |  |
| Declaration of conflict of interest: | Y / N\* | Signature: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* To be completed by AAE General Office \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*** | | | |
| **To: Finance Office (Purchase Payments Unit) for payment** | | | |
| **Please reimburse to RPg student by payment into his/her bank account:**  **Student Name: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ (Student No.\_\_\_ \_\_\_\_\_)** | | | |
| **Charging Account: \_\_\_.4W. XX. R006** | | | |
| Approved by HoD/Purchasing Delegate: |  | Date: |  |
| Declaration of conflict of interest: | Y / N\* |  |  |
| Approved by DRC Chairman (AAE): |  | Date: |  |
| Declaration of conflict of interest: | Y / N\* |  |  |
| Approved by FRC Chairman (FENG): |  | Date: |  |
| Declaration of conflict of interest: | Y / N\* |  |  |

\* Delete as appropriate