The Computer Science and Engineering Students' Society,
The Hong Kong University of Science and Technology Students' Union,
Session 2023–2024

FROM   The Computer Science and Engineering Students' Society, HKUSTSU
Mailbox #3, Student Centre
The Hong Kong University of Science and Technology
Clear Water Bay, Kowloon
Hong Kong

TO   Department of Computer Science and Engineering
Room 3528, Academic Building
The Hong Kong University of Science and Technology
Clear Water Bay, Kowloon
Hong Kong

June 5, 2023

Subject: Reimbursement for CSE Farewell Dinner 2023

Dear Department of Computer Science and Engineering,

I am writing to request reimbursement for applicable expenses incurred during CSE Farewell Dinner 2023 held on May 10, 2023. The total cost of the event was $HKD 8593.79 and $RMB 319, which includes souvenirs gifts, instant camera and photos, and venue decorations. For your reference, the bank account details are as follows:

Bank Name: HSBC (004)
Account Number: 588-238980-833
Account Holder Name: Chiu Ho Sun, Poon Yui

Thank you for your assistance in this matter.

Sincerely,

Jacky Wong
Academic Secretary
The Computer Science and Engineering Students' Society,
The Hong Kong University of Science and Technology Students' Union,
Session 2023–2024