



JOCKEY CLUB STUDENT VILLAGE III

THE UNIVERSITY OF HONG KONG

香港大學賽馬會第三學生村

9 Lung Wah Street, Kennedy Town, Hong Kong 香港堅尼地城龍華街9號

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Jockey Club Student Village III The University of Hong Kong Reimbursement Claims Form

Office Use

Ref No. _____

Project No. _____

PART 1 – General Information

Event: _____

Event Date: _____

Organizing Committee (if applicable): _____

Approximate no. of Participants *: _____

Location: _____

Name of the Contact Person: _____

Tel of the Contact Person: _____

Email of the Contact Person: _____

Name of the Claimant: _____

OR Same as the contact person

Email of the Claimant: _____

OR Same as the contact person

Claimant's UID/Staff No: _____

Total Amount to be reimbursed: _____

Total No. of Receipts submitted: _____

Supporting Documents Submitted: _____

YES / NO

*The claimant **MUST** provide us the approximate no. of participants if there are any receipts relating to hospitality expenses, such as refreshment, meals and/or drinks for participants.

PART 2 - Expenditures Record

EXPENDITURES		
Receipt Ref No.	Description	Amount (HK\$)
1		
2		
3		
Total Amount to be Reimbursed:		

PART 3 - Acceptable Original Receipts (A reference number is required for each receipt.)

PART 4 - Supporting Documents (Including event poster/promotion email and attendance list, if any)