



JOCKEY CLUB STUDENT VILLAGE III

THE UNIVERSITY OF HONG KONG

香港大學賽馬會第三學生村

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Template-Authorization Letter [You may tailor your own one according to your needs.]

Authorization Letter

To Whom It May Concern,

The undersigned hereby authorizes the claimant listed below to submit the reimbursement request for the event of _____ on my behalf. The reimbursed money will be transferred to me after the claimant received the money from the Finance and Enterprises Office, as we agree.

Name:	
UID/ Staff ID:	
Amount:	
Signature:	
Date:	

Name:	
UID/ Staff ID:	
Amount:	
Signature:	
Date:	

Name:	
UID/ Staff ID:	
Amount:	
Signature:	
Date:	

Name:	
UID/ Staff ID:	
Amount:	
Signature:	
Date:	

Personal Particulars of Claimant

Name:

UID:

Signature:

Date: