



# 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-Transportation Expenses [You may tailor your own one according to your needs.]

### Transportation Expenses

(Applicable only when using transportation with standard rate available online but without receipts issued to passengers)

**Date:** \_\_\_\_\_

**College:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Travelling Route:** **From:** \_\_\_\_\_  
**To:** \_\_\_\_\_

**Type of Transportation:** \_\_\_\_\_

**Fare per person:** \_\_\_\_\_

### Participant List

Name	UID	Room	Signature

\*If the fare is paid individually by participants listed above, please provide an authorization letter indicating the consent among all payers involved in the same claim in assigning the claimant to submit reimbursement on their behalf. [Please refer to Appendix VIII for the template]

**Name of Student-in-charge/ Tutor-in-charge:** \_\_\_\_\_

**Signature of Student-in-charge/ Tutor-in-charge:** \_\_\_\_\_

**Date:** \_\_\_\_\_