



Shaw College
The Chinese University of Hong Kong

Application for Social Fund Reimbursement

Applicant		Staff ID	
Department		Tel. No.	
Email Address			
Date of Function/ Activity		Total No. of Persons	
Venue			
Student Entertained* (Name(s) & Student ID(s) with number of students) (please attach a list if and when necessary)			
Purpose of Occasion			
Amount to be reimbursed			
Others (Please Specify)	(Note)		

Notes:

- (1) The Fund is for any social gathering for teachers, staff and students, on and off campus, and which is educational in nature.
- (2) Discussion of topics of common interest / sharing of life experience over meals, outing / fieldtrips for study or exposure purpose, etc. will be covered.
- (3) For Shaw College staff members, the maximum claim for each academic year is **HK\$2,500** and **HK\$100** per head for each claim.
- (4) Reimbursement claims must be supported by original receipts / vouchers / bills.
- (5) All applications should be submitted to Shaw College within 3 months from the event date and within the same academic year.
- (6) All reimbursements will be made by bank auto-pay to the applicant.
- (7) For enquiries, please contact Ms. Connie HO at 3943 7353 or connieho@cuhk.edu.hk.

***Only Shaw College students will be entertained.**

Applicant's Signature: _____ Date: _____

(For Office Use Only)

Checked/Received	
Approved by Head	
Company Code	
Cost Centre/Project Code	
Account Code	
Approved by Bursary	
Date	