



Shaw College
The Chinese University of Hong Kong
Application for Social Fund Reimbursement

Applicant		Staff ID	
Department		Contact no.	
Email address			
Date of Function/Activity		Total no. of persons	
Venue			
Student Entertained* (Name(s) & Student ID(s) with number of students) <i>(Please attach a list if and when necessary)</i>			
Purpose of Occasion			
Amount to be reimbursed			
Others (Please Specify)			

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 LG1, Wen Lan Tang, 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. Joyce NG at 3943 7350 or joyceng@cuhk.edu.hk.*

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

Applicant's Signature _____ Date _____

(For Office Use Only)

Ref. no.: _____

Received application form on _____ and all supporting documents on _____

Checked by _____ Date _____

Approved by _____ Date _____