

**WU YEE SUN COLLEGE  
THE CHINESE UNIVERSITY OF HONG KONG**

**Teachers and Undergraduate Students Interaction Scheme  
Reimbursement Claim Form 2025/26**

Payee Name : _____ (Staff ID: _____ <i>If different from below</i> )			
Paid by: <input type="checkbox"/> Crossed cheque* <input type="checkbox"/> Bank auto-pay <input type="checkbox"/> Others			
<b>Personal Particulars</b>			
Name of applicant:			Contact No.:
Department / Unit:		Staff ID:	
Email:		Student ID: (*Resident Tutor only)	
<b>Details of Expenses</b>			
Date:		Amount:	
Venue:			
Total no. of participants (Including Applicant) :			
CUHK Staff Member(s):	Resident Tutor(s):	Student(s):	Spouse/Children/Others:
<b>Name of each student present</b> <i>(Please attach separate sheet if necessary)</i>		<b>Major</b>	<b>Year</b>
			<b>Wu Yee Sun College Student ( Please "✓")</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of each other CUHK Staff Member or Resident Tutor present / Others</b> <i>(Please attach separate sheet if necessary)</i>		<b>Department / Unit</b>	<b>Post</b>

Remarks: (1) Please attach **ORIGINAL RECEIPTS**

(2) Please submit this form to College Office, Wu Yee Sun College no later than **15 June 2026**.

I certify that all information given above is accurate and complete and the expenses are in compliance with the guidelines of the Scheme.

Applicant's Signature :

Endorsed by College Master:

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

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

**For Office Use:**

		Amount approved		HK\$	<b>Checked / Approved by Director of Finance</b>
Company Code / Project Code	/	%	HK\$		
	/	%	HK\$		
Account Code					
Budget Balance of Applicant: HK\$					Ref: No. WYS2526 -
Checked by	Approved by				

Please ✓ as applicable