

**Rance Lee Mentorship Programme -
Activity Fund for Mentorship Gatherings
Reimbursement Form**

INSTRUCTION - Please read through the details about Rance Lee Mentorship Programme – activity fund for mentorship gatherings as stated in page 2 before filling in the following form.

Payee Name*: _____
Paid by: ☐ Crossed cheque* ☐ Bank auto-pay Bank Name: _____
Bank Account No.: _____
*Mailing Address: _____

**All issued crossed cheques will be sent to the payee with address provided above. Please provide DETAILED mailing address and payee name should be the same as the bank account name.*

Personal Particulars

Name of applicant: _____ Student ID (if applicable): _____
E-mail: _____ Contact No.: _____

Details about the Gathering

Nature of Activity: _____ Group No.: _____
Date: _____ Reimbursement Amount (HK\$): _____
Venue: _____

Please briefly describe the activity, your feeling and learning.

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Total no. of participants (Including Applicant): _____

List of participants in FULL name (please attach separate sheet if necessary)

Mentor(s)	Mentee(s)

Photo Link:

*Please share the **photo link** with **at least 5 ORIGINAL photos** in file size **1MB** each for our reference. The photos should be taken during the gathering and capture the faces of all participants listed above as the supporting document of their presence.*

Remarks:

- (1) Please attach ORIGINAL RECEIPTS or other supporting documents as specified in page 2, Instruction for Reimbursements.
(2) Please submit this form to G03, College Office, Wu Yee Sun College, CUHK within 2 weeks after the gathering.

Applicant's Signature

Date:

Activity Fund for Mentorship Gatherings **Instruction for Reimbursements**

Objectives:

Rance Lee Mentorship Programme emphasizes on social networking with multiple functional consequence, for instance, career planning, friendship building and information sharing etc. Activity Fund for Mentorship Gatherings is set up to encourage gatherings among mentors and mentees for casual sharing, learning and/or enjoying service.

Eligibility:

All the recognized mentors and mentees* under Rance Lee Mentorship Programme are eligible to get the funding support for the activity organized with the participation of at least one mentor and one mentee.

**Upon graduation, mentees have to take a role as mentors in order to receive funding support.*

Funding amount:

A maximum of HK\$4,000/group (a cap of \$300 per head for one activity) for each calendar year. The subsidy will be reimbursed upon completion of the gathering and submission of the reimbursement form with original receipts. Local transportation fee should be borne by the participants.

Prior approval for extra budget would need to be sought via the College from the Chairperson of Working Group for Rance Lee Mentorship Programme if the subsidy has been used up within a year.

Examples of activities:

Meal gatherings, movies and performances, sports activities, outings & museum visits etc.

Requirements:

1. A group representative has to present a reimbursement form stating the details about the gathering, plus at least five activity photos in file size 1MB or above within two weeks after the gathering.
2. Original receipts have to be presented as the supporting documents for reimbursement; should the receipts be in electronic format, the following statement has to be made with the signature of the group representative.

The original invoice/official receipt is not available. I hereby certify that this copy of invoice is the only claim for reimbursement. No reimbursement has been/will be supported by other funding sources.

Signature

[Full name of the representative]

3. The group representative can send the signed form together with the original receipts by mail or in person to

G03, College Office,
Wu Yee Sun College
The Chinese University of Hong Kong
Shatin, N.T.

Group Sharing:

The group may be invited to give an oral presentation/ sharing of their activities in College event(s).

Enquiries: Ms. Karen Yiu (karenyiu@cuhk.edu.hk / 3943 3936)

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