

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).

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