**Office of Service-Learning, Lingnan University**

Reimbursement & Allowance Claim Form

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Guidelines:** 1) Lingnan University sponsors each student with:   * HK$100 for transportation allowance# (For studentGs who have travelled to the agency / service site **4 times or above**, or upon approval of Service-Learning Coordinator based on the distance)   2) Lingnan University sponsors each S-L Group:  • A maximum of HK$500 for the S-L Activities  Reminders:   * Original receipts with company chops should be pasted on A4 paper and numbered according to the number column on the form. Please submit this form with all original documents to OSL (LBY101) at the end of the semester. * For expenses on stationery, please specify the items (e.g. colour paper, pen) in the table. * For expenses of entrance fee and catering services, entry tickets and name list are required with additional explanations. * Reimbursement cannot be made for printing service in library or computer laboratories. You are recommended to go for the photocopying service at Amenities Building.   3) Please update your bank account information in MyLingnan Portal. ALL reimbursements will be auto-transferred to the claimer’s bank account. | | | | | | | | | |
| **Personal Information of Group Representative for Reimbursement:** | | | | | | | | | |
| **Name of Student:** | | |  | | | **Student No.:** | |  | |
| **Contact No.:** | | |  | | | **Email:** | |  | |
| **Bank Name:** | | |  | | | **Bank AC No.:** | |  | |
| **Semester (e.g. 2021-22 sem 1):** | | |  | | | | | | |
| **Course Code & Title:** | | |  | | | | | | |
| (e.g. SLP1101 Community Engagement through Service-Learning) | | | | | | | | | |
| **Project Name & Group No.:** | | |  | | | | | | |
| (e.g. Food Collection Project, Group 1) *\* Please refer to the Project Information Sheet.* | | | | | | | | | |
| **Claimed by Student:** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)** | | | **Approved by OSL:** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)** | | |
| **Date:** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Date:** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Part I: Transportation (if applicable)** For student travelled to agency / service site **4 times or above** by public transportation, or upon approval of Service-Learning Coordinator based on the distance. The transportation fee will be reimbursed to the students’ own bank account. | | | | | | | | | |
| **No.** | **Name of Student** | | | | **Student No.:** | | | | |
| **1** |  | | | |  | | | | |
| **2** |  | | | |  | | | | |
| **3** |  | | | |  | | | | |
| **4** |  | | | |  | | | | |
| **5** |  | | | |  | | | | |
| **6** |  | | | |  | | | | |
| **7** |  | | | |  | | | | |
| **8** |  | | | |  | | | | |
| **9** |  | | | |  | | | | |
| **10** |  | | | |  | | | | |
| **Part II: Service-Learning Project Subsidy (Maximum HK$500)** Please attach all original receipts (with official chops and item details) on a blank A4 paper according to the Receipt Number below. | | | | | | | | | |
| **Receipt No.** | **Date of Expenditure (DD/MM/YY)** | | | **Description of Expenditure** | | | | | **Amount (HKD)** |
| **1** |  | | |  | | | | |  |
| **2** |  | | |  | | | | |  |
| **3** |  | | |  | | | | |  |
| **4** |  | | |  | | | | |  |
| **5** |  | | |  | | | | |  |
| **6** |  | | |  | | | | |  |
| **7** |  | | |  | | | | |  |
| **8** |  | | |  | | | | |  |
| **9** |  | | |  | | | | |  |
| **10** |  | | |  | | | | |  |
| **11** |  | | |  | | | | |  |
| **12** |  | | |  | | | | |  |
|  |  | | | **Total:** | | | | |  |