

Ref. No.:

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(Input dept. code and a unique reference no. for each RR Form)

Date _____

Ext. / Tel.

Payment method² (for non-staff): You may select a preferred payment method by ticking the box below. However, Finance Office may select alternative method of settling payment due to operational efficiencies or other considerations.

☐ a. Bank Autopay. Please provide : i) Bank account holder name: _____; and
ii) Bank account number: _____

☐ b. e-Cheque in HKD. Please provide payee's email address to receive e-Cheque : _____

☐ c. Cheque / Bankdraft ☐ i. send to payee's postal address by mail, or
☐ ii. send to Contact Person by campus mail, or
☐ iii. for payee to withdraw cash over the bank's counter immediately.

☐ c. Telegraphic Transfer. Please attach the Form on "Domestic Fund Transfer (CHATS) and Telegraphic Transfer (TT) Request Form " which can be downloaded from FO's website ([Link](#))

Note: Cash cheque without payee name is disallowed. All physical cheque/bank draft will be delivered by mail or campus mail.

- (i) I have no actual or potential conflict of interests relating to this invitation of the visitor(s)/guest(s) and related payment of honorarium;
- (ii) all good and/services received are in good condition/quality;
- (iii) the e-copies of invoices/receipts attached herewith for reimbursement/payment are the original copies from suppliers/service providers; and
- (iv) no item of this reimbursement claim has been reimbursed/paid by the University or any other organization(s)/person(s).

Requested by _____
(Project Co-ordinator / Budget Controller⁴)

(Faculty Dean / Unit Head⁴)

<u>For Finance Office use only</u>		
A/C & Signature Confirmed _____	Checked _____	Approved _____
<input type="checkbox"/> Project Completion Date: _____	<input type="checkbox"/> DAC Code: (DAC 1 / 2 / 3 / 4) Details of DAC Code: _____	
<input type="checkbox"/> Reviewed by PSSS, Purchasing Approval: _____	<input type="checkbox"/> No Purchasing issue according to Internal Guideline No: _____	

- 1 For **hospitality expenses**, please provide name of activity/function, name of participated guest(s) and company, and the total number of participants.
- 2 All payments to staff will be reimbursed via bank autopay to payroll account. If no reference is specified by the claimant, the FO will input appropriate reference as deemed necessary.
- 3 For tax reporting on service payment made to individual service providers (IR56M) of **HK\$5,000 or more per transaction**, the requesting Office/Department should complete "Personal Data Collection Form for Service Agreement" which can be downloaded from FO's website (https://fohome.hkbu.edu.hk/content/dam/fo-assets/document/staff/download-centre/payment-processing/10.3%20ir56m_2022_09.xlsx)
- 4 All claims should be supported by original invoice(s) and /or receipt(s) and should be duly signed by Dean and/or Budget Controller as appropriate. Failure to supply the relevant documents will cause delay in reimbursements. To safeguard the confidential or/and sensitive information contained in this form from being leaked to unintended recipients, please submit the duly completed and password-encrypted form by email to responsible FO staff, followed by the encryption password in a separate email.
- 5 For more details of the University's Privacy Policy Statement and Personal Information Collection Statement, please visit the website at <http://bupdp.hkbu.edu.hk/policies-and-procedures/pps-pics/>
- 6 For claims without supporting document, please refer to the procedures for Cash Advancement.

Updated: May 2022