

Request for Reimbursement
Mixed Fund / Non 11 Fund

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Ext. / Tel.

Oracle Account Combinations (24 digits)				Details ¹	Amount (\$)
Entity	Fund	CCTR	Account	Project	
1	1				00.00
1	1				00.00
1	1				00.00
1	1				00.00
Payee Name:				Is the Payee a Staff/Student ² of HKBU: <input type="checkbox"/> YES <input type="checkbox"/> NO	Total:
				If YES, pls quote Staff/Student ID ⁵ No: _____	

[illegible]

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

☐ Please click here for Budget Controller's self declaration on claiming expenditures on self-consumption basis.

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

_____ Faculty Dean / Unit Head⁴
()

<u>For Finance Office use only</u>		
A/C & Signature Confirmed (11 Fund) _____	Checked _____	Approved _____
A/C & Signature Confirmed (Non 11 Fund) _____	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> > For Staff > Download Centre > Payment Processing > Item 3)
- 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.
- 5 For more details of the University's Privacy Policy Statement and Personal Information Collection Statement, please visit the website at <https://bupdpd.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