

## Reimbursement Request Form

☐ Wong Chak Chui International Enrichment Scholarship

☐ International Enrichment Grant

(Please put a "✓" in the appropriate box)

Awardee's Name in English (as shown on your Student card)	
Program and Year	
Student ID Number	
Home Address	
Correspondence Address (if applicable)	
ITSC Email	
Contact Number	
Name of the Program Participated	
Program Start Date	
Program End Date	
Name of Bank in SIS	
Name of Bank Account in SIS	
Bank Account Number in SIS	
*Pre-approved Amount by SBM (in Hong Kong Dollar)	

\*Please attached the confirmation email with pre-approved amount in Hong Kong Dollar from SBM as supportive document

Expense/income Item (please use extra paper if necessary)	Reimbursement/income Amount			Attached itemized receipt /income slip
	Amount in the currency paid/gained (please state the currency; e.g. USD, EUR, GBP, JPY, RMB, etc.)	Exchange Rate (e.g. 1 USD : 7.78 HKD)	Amount converted to HK Dollar	
<b>Total Amount (=total gained – total paid):</b>				

**Awardee's Signature:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

**Personal Information Collection Statement (PICS):**

The personal data you provide will only be used by The HKUST Business School (hereinafter referred to as 'the School') for administrative and academic purposes. The School will treat your personal information as strictly confidential. If necessary, the School may provide such information to the University for administrative and academic purposes. The School will not disclose your personal data to any external body or organization unless your consent is sought or you have been informed or you have requested to do so or it is required to do so by law. If you wish to access or correct your personal data after submission of this form, please contact us via e-mail at bmfunds@ust.hk.

**For Official Use Only:**

**Approved Reimbursement Amount: HK\$** \_\_\_\_\_

***Recommending Officer***

\_\_\_\_\_  
**Mr Sam Ying, Assistant Manager**  
 SBM Undergraduate Programs Office

Date \_\_\_\_\_