**LINGANAN UNIVERSITY**

**Office of Student Affairs**

**SAF Reimbursement Form**

**🙜 Cover Memo 🙞**

|  |  |
| --- | --- |
| Project Name |  |
| SAF Reference |  |
| Name of Responsible Student |  |
| Mobile Number |  |
| Email |  @ln.hk |

**Checklist before submission:**

🞏 Financial Report *(please refer to the following page)*

🞏 Original Receipts stick on A4 papers *(please refer to the following page)*

🞏 Copy of Bankbook (for societies only; names & account number required)

🞏 Letter from SU or Senate Associations (for societies only)

🞏 List of Participants *(Full Name in English & SID, save as Excel by email to* *osa@LN.edu.hk**)*

🞏 Activity Evaluation Report *(by email to* *osa@LN.edu.hk**)*

🞏 3 – 5 Photos *(in high resolution, by email to* *osa@LN.edu.hk**)*

**Financial Report***(Please use separate sheet of paper if necessary.)*

|  |  |  |  |
| --- | --- | --- | --- |
| RECEIPT REF. | RECEIPT DATE | DESCRIPTION | AMOUNT (HKD) |
| e.g. #001 | 1 Feb 2023 | Stationery, Drinks and Props | $2,000 |
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| TOTAL: |  |

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| --- | --- | --- |
|  |  |  |
| Society Chop  | Signature | Date |

**Receipts**

Stick the original receipts on this paper and arrange a reference number for **each receipt**.
*(Please use separate sheet of paper if necessary.)*