



SLRS REIMBURSEMENT GUIDELINE



Updated on 31/12/2023

Guidelines:

1) Lingnan University sponsors each student with (if you want to claim this part, please communicate with your S-L coordinator first):

- HK\$100 for transportation allowance[#] (For students who have traveled to the agency /service site four times or above, or upon approval of the Service-Learning Coordinator based on the distance).

2) Lingnan University sponsors each S-L Group. (Please double confirm with your S-L coordinator before purchase)

- 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 or submission deadline.
- For expenses on stationery, please specify the items (e.g., color paper, pen) in the table.
- For expenses of entrance fees and catering services, expenses require entry tickets and a name list 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 the Amenities Building.

3) Please update your bank account information in the MyLingnan Portal. ALL reimbursements will be auto-transferred to the claimer's bank account. For exchange students, please get in touch with Ms. Sharon Chan (ym24chan@ln.edu.hk) if you have difficulties receiving money through an HK bank account.

Please download and complete the follow claim form and submit it to your **S-L Coordinator at OSL office (LBY101)** before the deadline

SLRS Project CRN: _____ Official Use RefNo. _____

Office of Service-Learning, Lingnan University
Reimbursement & Allowance Claim Form

Guidelines:

- Lingnan University sponsors each student with:
 - HK\$100 for transportation allowance (For students who have travelled to the agency / service site **4 times or above**, or upon approval of Service-Learning Coordinator based on the distance).
- 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 stationary, 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.
- 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)
 Date: _____

Approved by OSL: _____ (Signature) _____ (Name)
 Date: _____

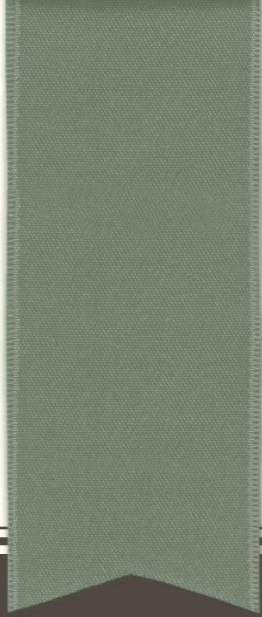
Part I: Transportation (if applicable):
 For student travelled to agency / service site **4 times or above** by public transportation, or upon approval of Service-Learning Coordinator based on the distance. The transportation fee will be reimbursed to the students' own bank account.

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. If you need more columns, please add an appendix in the same format.

Receipt No.	Date of Expenditure: (DDMMYY)	Description of Expenditure	Amount (HKD)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
		Total:	

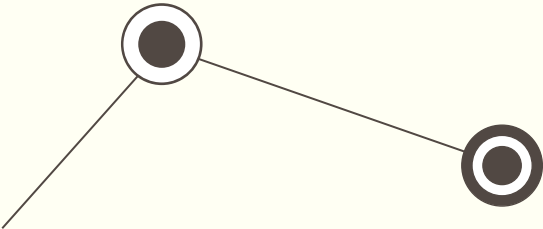
Download Claim Form



TIPS FOR REIMBURSEMENT

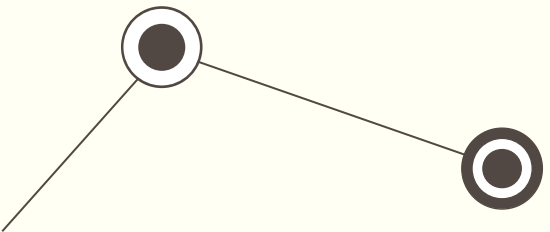
Required Documents for Reimbursement



1. A claim form ([Download here](#))
 2. Original Copy of **Receipts (NOT invoice!!!)**
 3. A complete Credit Card Statement (if you purchase goods/service online)
 - E.g. Taobao/ Amazon/ FB + IG advertisement
 4. Other Supporting Documents (If any)
- 

Points to Note



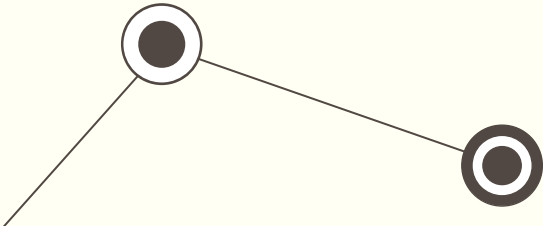
- ✓ All are **receipts**, but not invoice (A chop with the word “Paid’ on the invoice is also accepted).
 - ✓ All payment amounts are **recorded on the claim form**. **Don't round up the numbers.**
 - ✓ Organize the documents in **appropriate order and label them with a reference number**
 - Claim Form-> Receipts -> Supporting Documents
- 

Points to Note



- Avoid mixing the goods that are for personal use with those will be used in the SLRS project in a single purchase.
- **If a receipt is too long, please do not cut it! Stick the upper and bottom edge of the receipt on an A4 paper and fold the middle part.**
- Better to use your own credit card.
- Expected Time for Receiving the Payment : 1 month*

*After a complete set of documents submission, which include the **hard copy of the original receipts**, is submitted and accepted by the university.



Types of Purchase

1. Purchase in physical stores
2. Online Purchase: Taobao/ Amazon/ Pinkoi/ Wholesalers platform, etc.
3. Delivery for goods: SF express/ HK post, etc.
4. Transportation: Gogovan/ Uber, etc.
5. Service Purchase from Company
6. Others (Please ask your S-L coordinator /TA for more information)

2.1 Purchase in physical stores

1. Keep the **original copy** of receipts.
2. **Stick** (not staple) the receipt on a A4 paper, do not stick it on both sides of the paper.

Remarks:

- If it is a thermal paper (熱感紙), please make a copy of the receipt first. AND please **do not use plastic tape to stick the thermal paper.**
- If the name of purchased items cannot be shown clearly on the receipt, please list them out on the paper as a remark.
- For 'stationary', please list out what exact items you have purchased.

華麗藥莊

收銀: Tina

單號: 202010221347425530057

時間: 2020-10-22 13:47:42

商品名稱	單價	數量	小計
无码商品	15	1	15

現價: 15

總計: 1

實收: 15

支付: 現金: \$15

找回: 0

優惠: 0

謝謝惠顧, 歡迎聯絡我們

地址: 新界屯門德政圍10號

電話: 2413 9388

貨品及找續請當面對清出門恕不還換

微信一經留貨, 不可退款退貨

Remark:


- o Purchased Item: mask x 1
- o Purpose: Transparent Mask Project

Specify the item if it is not listed on the receipt

6



Completely stick the receipt
on a A4 paper

 香港青年協會
the hongkong federation of youth groups

收據編號
RECEIPT NO. 116136

服務單位聯絡處
Contact

日期
Date 19/6/2021


茲收到
Received from 嶺南大學服務研習處

港幣
H.K. Dollars Two Thousand Five Hundred Dollars Only

支付
In payment of Venue Booking on 19/6 (PH3)

港幣
HK\$ 2,500 現金 支票
Cash / Cheque

總辦事處：香港北角百福道21號香港青年協會大廈21樓 電話：2527 2448
Head Office : 21/F, The Hong Kong Federation of Youth Groups Building, 21 Pak Fuk Road, North Point, Hong Kong. Tel : 2527 2448

Issued by 負責人 

Company
signature/chop

2.2 Online Purchase: Taobao/ Amazon/ Pinkoi/ Wholesalers platform, etc.

1. **Make a screen capture** of the purchased items (with item name, quantity, unit cost and total amount).
2. **Make a screen capture** of the page that shows the **successful transaction** and the transaction amount (in HKD/ RMB/ USD).
3. Some online platforms offer a **receipt** for the purchase.
4. Paste the screenshots on MS Word.
5. Provide a **credit card statement** that shows the transaction (in HKD).
6. If you paid by **Alipay**, please provide the screenshot showing the transaction with the reference number.

Remarks:

- If you have multiple purchases, please paste the screenshot(s) on MS Word in chronological order.
- Label the receipts and match them with transactions on the credit card statement.

Recommend to show "you have received the products" and "HK\$"

2021-06-15 订单号: 1327717339098319186	新巴罗旗舰...	和我联系					
	可擦写液体粉笔无尘水性液态涂鸦画笔可擦安全无毒可水洗宝宝儿童黑板家用可溶性彩色白板笔幼儿园彩笔 [交易快照] 颜色分类: 7种颜色各1支 正 申 7	¥46.00 ¥23.00	1	申请售后 投诉商家	¥22.00 (含运费: ¥0.00) 手机订单 集运	交易成功 订单详情 查看物流	评价 申请开票
官方物流-集运 1880855821188319186				查看集运详情	签收成功		

2021-06-15 订单号: 1326232012880319186	徐州启明家...	和我联系					
	客厅简易储物架转角置物架拐角多层收纳架墙角书架落地式展示架 [交易快照] 颜色分类: 80*60高175黑加白枫 保障卡 发货时间: 3天内发货	¥358.00 ¥354.42	1	退款/退货 投诉卖家	¥404.42 (含运费: ¥50.00) 手机订单 集运	卖家已发货 订单详情 查看物流	还剩13天18时 合并转运
官方物流-集运				查看集运详情	等待仓库签收		

2021-06-15 订单号: 13272211874	徐州启明家...	和我联系					
	客厅简易储物架转角置物架拐角多层收纳架墙角书架落地式展示架 [交易快照] 颜色分类: 定制尺寸 保障卡 发货时间: 3天内发货			投诉卖家	¥236.12 (含运费: ¥50.00) 手机订单 集运	交易关闭 订单详情	
官方物流-集运				查看集运详情			



交易成功

三安旗舰店

现货 当天发 DEV-14055 ¥ 224.00 x2

加入购物车 卖了换钱 申请售后

实付款 ¥ 483.00

积分 获得 44 点积分

订单信息

收货信息: Sharon Chan, 852-██████████, 香港特别行政区 新界 屯门区 屯門青山公路8號嶺南大學林炳炎樓101室

订单编号: 1418234436074668064 复制

天猫积分: 获得 44 点积分

支付宝交易号: 2020120722001157145755749315

创建时间: 2020-12-07 16:16:36

付款时间: 2020-12-07 16:18:57

发货时间: 2020-12-07 18:43:23

成交时间: 2020-12-27 18:43:34

更多 加入购物车 追加评价 查看物流

交易詳情

成功

三安旗舰店

-HK\$ 591.73

付款方式 VISA ****1189

訂單金額 HK\$ 577.30(¥ 483.00)

匯率 1CNY=1.195243HKD

手續費 HK\$ 14.43

商品說明 现货 当天发 DEV-14055
Teensy 3.5能开票 官方原装
SparkFun送线

交易成功時間 07/12/20 16:18:57

支付寶交易號 20201207390071016504152
16069

商戶訂單號 20201207190741010006000
10847428

AlipayHK 提供安全支付保障
儲值支付工具牌照: SVF0004

If you paid by Alipay, please provide the screenshot showing the same shop name, transaction date and total amount

If you paid by Credit Card, please provide the complete bank statement with the foreign currency amount and exchange rate

交易成功

三安旗舰店

现货 当天发 DEV-14055 ¥ 224.00 x2
七天无理由退换

加入购物车 卖了换钱 申请售后

实付款 ¥ 486.00

积分 获得 44 点积分

订单信息

收货信息: Sharon Chan, [REDACTED], 香港特别行政区 新界 屯门区 屯門青山公路 8 號嶺南大學 林炳炎樓 101 樓

订单编号: 1376787063108668064 复制

天猫积分: 获得 44 点积分

支付宝交易号: 2020111822001157145738707041

创建时间: 2020-11-18 15:07:35

付款时间: 2020-11-18 15:11:36

发货时间: 2020-11-18 19:19:27

成交时间: 2020-12-07 21:31:34

HSBC 滙豐 The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

STATEMENT OF HSBC VISA PLATINUM CARD ACCOUNT 白金 VISA 卡戶口結單

Page 1 / 3

MISS CHAN YUEN MAN

Post date 記賬日期	Trans date 交易日期	Description of transaction 交易說明	Amount (HKD) 金額
		PREVIOUS BALANCE 上月結欠/結餘	[REDACTED]
21NOV	18NOV	ALI*www.taobao.com *EXCHANGE RATE: 1.20227	500.58

*Price with 3% credit card charge: ¥486x1.03=¥500.58 (\$601.83)

If the transaction includes any credit card charge, please remark on the form like this



2.3 Delivery for goods: SF express/ HK post, etc.

1. Cut the SF express receipt on the package.
2. Stick the receipt on a A4 paper.
3. Write a remark on the paper about what items were delivered (ref. to item number on the expense summary table).

057240



9 0 0 8 6 3 0 5 7 2 4 0

Jessica 63750631/
Wong

香港特别行政区新界屯门区屯門虎地嶺南大
學 嶺大創業行動辦公室 LBY101

Home
delivery
-屯门区

注：住宅区和偏远地区收附加费20港币/票 4PX递四方速递 派送

Delivery fee: sticker packs X500pcs to Lingnam.
(Event: Re: Imagine MW Weekend Market)

Amount: HKD 20-

Remark

2.4 Transportation: Gogovan/ Uber, etc.

1. Please take the receipts from driver.
2. Stick it on a A4 paper.
3. State the transportation starting point and destination.

Remarks:

- Please note that you can reimburse expenses for taxi/uber ONLY UNDER special circumstances with stated reasons.

2.5 Service Purchase from Company

1. Please get a original **RECEIPT** from the company (with company chop/ signature on it)
2. The receipt should indicate the service item, quantity, date and total amount.
3. **Hard & original copy is important.**

Receipts Handling

For all **hard copy receipts/ supporting documents**,

1. Please stick them tightly on a A4 paper (single side).
2. Not more than 2 receipts on the same page.
3. If you have any remark, please write it on the same A4 paper next to the receipt.
4. Label the receipts with a reference number (match it on the expense summary table).

For all **soft copy receipts/ screenshots**,

1. Paste them on the MS Word (same documents).
2. Label them with a reference number.
3. Put a “certified copy” chop on the document ([download here](#)) OR chop it when you come to OSL.