

expenses



Please Note: Amounts over \$500 HKD must be approved by a PFO Board Member prior to incurring expense. Amounts over \$10,00 HKD must be approved by two PFO Board Members prior to incurring expense.

All expenses must be submitted within six months of incurring. PFO Members not following this procedure may not be reimbursed.

Please attach receipts to support this claim and send to PFO Treasurer. This form and supporting documents can be mailed or put into HKIS internal mail from any divisional office. Ensure the correct mailing address, as all reimbursement checks will be sent by post. Please keep a copy of this form and supporting documents for your records.

Claim Information	Submit To
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Date Submitted:	Renate Chu , PFO Treasurer
Submitted By:	(please email for mailing address)
Tel:	Tel: 55207927
Email:	Email: pfo.treasurer@hkis.edu.hk

Reimbursement Information	Office Use
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Reimburse by (choose one): <input type="checkbox"/> Check <input type="checkbox"/> Bank Transfer	Check No.:
Payee Account Name:	Amount (HKD):
Address:	Date Issued:
	Account Distribution/Notes:
Bank Name (for bank transfer):	
Account Number (for bank transfer):	

Expense(s)

Expense	Committee/Event	Authorizing Signature (if over \$500 HKD)	Amount (HKD)
Example: Duct Tape	Pumpkin Festival Signage	n/a	\$120.00
		Total Reimbursable Amount:	

8/2014