



## Staff Sponsorship for SEN-related Training Reimbursement Form

### Notes:

1. Since the support under this sponsorship scheme is below HK\$5,000, the Chairman/ Head of the applicant's affiliated Department/ Unit has the discretion to decide if an undertaking for post-training service is required. Please arrange signing of the undertaking if the Department Chairman/ Unit Head so decides. Please visit [here](#) for relevant guidelines and details of the undertaking stipulated in the staff handbook.
2. After completing Parts A and B of this form, please submit the form, the original receipt(s) for the training fee, a copy of the attendance/completion, a copy of the reimbursement receipt from any approved external source (if any), and undertaking (if applicable) to SEN Service (3/F, Pommerenke Student Centre, CUHK)

### PART A. Applicant Declaration

Amount of Reimbursement (HKD): \_\_\_\_\_

By signing below, I declare that the above amount has not been reimbursed from other funding sources or otherwise I should report it fully for the University's consideration. I undertake to refund to the University any overpayment made to me upon demand.

Name of Applicant: \_\_\_\_\_ Staff Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PART B. Undertaking for Post-training Service

The appointee concerned is:

- ☐ not required to sign an undertaking (HRO form: PO/STD3) for post-training service.
- ☐ required to sign an undertaking (HRO form: PO/STD3) for post-training service; a copy of the signed undertaking is attached hereto.

Name: \_\_\_\_\_ Post: \_\_\_\_\_  
(Department Chairman/ Unit Head)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PART C. Disbursement (to be completed by Office of Student Affairs)

To: Finance Office

The appointee has completed the training; please arrange payment as follows:

Amount (HKD): \_\_\_\_\_ Company Code: C001

Description: Tuition fee Cost Centre/ Project Code: \_\_\_\_\_

Account Code: (to be assigned by FNO)

Reviewed by: \_\_\_\_\_ (EO)

Name: \_\_\_\_\_ Post: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_