1. All reimbursements should be claimed by using the template set by the Centre for Quality of Life (the Centre). The template is available on the website of the Centre (http://www.cuhk.edu.hk/ssc/qol/chi/index.html).

2. The Reimbursement Form should be submitted to the Centre by the teacher in-charge of the project together with the original copy of all supporting documents (e.g: fee receipts).

3. All reimbursed items are only for activities/events/stages commenced after the announcement of the result for the first round adjudication, 29 April 2013. Reimbursement for activities/events/stages held before the date will not be entertained.

4. Separate Reimbursement Form should be used for each activity/event/stage.

5. An A4-sized clear folder is recommended to document the Reimbursement Form and relevant receipts. Forms and receipts related to the same activity/event/stage should be stapled together. The filing should be in ascending chronological order. For each activity/event/stage, the Reimbursement Form should be placed on the top followed by all receipts with reference numbers clearly marked.

6. The Reimbursement Form should be signed by the teacher-in-charge, verified and endorsed by the Principal with School chop.

7. There are six categories of reimbursed items. The teacher-in-charge should categorize the items when completing the form.

8. All Reimbursement Forms together with supporting documents should be submitted to The Centre for Quality of Life by 31 July 2013 (Wednesday) to the following address. Late submission will not be entertained.

Centre for Quality of Life  
c/o Faculty Office of Social Science,  
1/F, Sino Building,  
The Chinese University of Hong Kong,  
Shatin, New Territories

9. All submitted supporting documents are not returnable. The teacher-in-charge should retain copies for their own reference. Failure to provide all necessary documents may lead to the rejection of the reimbursement.
10. Reimbursement will be made by direct credit to the designated saving/current account of the School/College. Accounts other than the above are not acceptable.

11. In general, payment will be made within 3 months from the date of receipt of the Reimbursement Form. In case of incorrect, incomplete or insufficient information/supporting documents, longer time will be required for processing the reimbursement.

12. If the information provided is incomplete or there are discrepancies on the information provided, the teacher-in-charge will be requested to give a written explanation or provide supplementary information. In either case, signature of the teacher-in-charge, verification and endorsement by School Principal with School chop are needed.

13. The information provided in the Reimbursement Form and supporting documents may be disclosed to other departments/units of CUHK and/or MTR Corporation for audit purpose.

14. If necessary, CUHK and/or MTR Corporation will contact teachers and organizations concerned to verify the data provided in the Reimbursement Form and supporting documents.