Kowloon Junior Chamber
九龍青年商會(國際青年商會香港總會成員)
Affiliated with Junior Chamber International Hong Kong

EXPENSE CLAIM FORM

Date:_____

Please make check payable to: _____ Amount (HK$)_____

Project Name (leave blank for administration / general expenses):

Item No.	Date	Description	Amount (HK$)
		Total (HK$):	

Requested By:	Approved By: (Project Chairman / Supervising Officer)	Approved By: (President / Honorary Treasurer)
Name : _____	Name : _____	Name : _____
Position : _____	Signature : _____	Signature : _____
Signature : _____	Date :_____	Date :_____

Cheque Received By:_____Cheque no._____ Signature:_____ Date:_____

Notes:

1. Original invoices / receipts should be submitted together with the Expense Claim Form to the Honorary Treasurer.
2. For projects, the Form should be completed by the claimant and endorsed by the Project Chairperson or Supervising Officer.
3. For Individual Area and Commission (eg. admin and general expenses), the Form should be completed by the respective Officer or Commission Chairperson
4. All Expense Claim Forms must be approved by the President and Honorary Treasurer.
5. The person who prepares the Form should make sure the Name of the payee and the amount are correct. If the check needs to be re-issued due to incorrect payee name or amount, a HK$50 administration fee will be charged to the person who submitted the Form.