



Remarks:
1) Please fill in participant list in page 3 for group activity.
2) For reimbursement, please provide the following:
(i) Completion Report and
(ii) Original receipt(s)/invoice(s) (should be pasted on A4 paper)

Morningside College Life Committee

Completion Report

Name of Event	Morningside College Photo Day 20XX
Date of Event	XX March 20XX
Number of Participants	50
Name and Student ID for reimbursement	CHAN Tai Man (Student ID: 1234XXXX)
<p>Summary of the event</p> <p><i>*please include:</i></p> <ul style="list-style-type: none"> - Date - Venue - No. of attendees - Highlights of event - Objectives achieved <p><i>in paragraph with around 150 words</i></p>	<p>MC Photo Day is one of the annual College events. It aims to celebrate with graduating class Morningsiders (MCers) on their achievements and to share the happiness on their upcoming graduation.</p> <p>The MC Photo Day 20XX was held at the College Dining Hall on XX March 20XX afternoon. It was a special occasion where the graduating MCers met with our College Master, Deans and Fellows in a relaxing environment before the end of their last semester at CUHK. We had 50 participants in total for the event. Over 80% of our targeted MCers joined, which was an encouraging participation rate.</p> <p>Light refreshments and photo-taking service were arranged for the Photo Day. Participants took lovely photos in front of the balloon arch and props. The roast pig-cutting ceremony was also an event highlight. College Master were invited to cut the pig with 4 graduating class MCers. The event was successfully held and well received by the participants regardless of the instable weather. It was a memorable occasion for everyone involved.</p>
Describe what you would do differently to improve the event if you were doing it again	Some participants commented that they could not hear the emcee announcement about the free photo-taking arrangements. We suggest Emcee can make the announcement straight after the pig-cutting ceremony, so to draw participants' attention before they start to chat and mingle with each other. We can also place more signages to direct participants to the photo-taking area.
Other comments (if any)	It is proposed to continue organizing the Photo Day at the College Dining Hall, which is indoor and not affected by rain and instable weather.
Please also send 2-4 photos with resolution of 5MB or above.	

← Objective

← Date, venue, no. of attendees (MCers/Non-MCers)

← Overview & highlight

I give Morningside College permission to use and/or publish the content and/or photos that I submitted in this report.

Signature: Chan Tai Man

Date: 31 March 20XX

Financial Statement

Expenditure

Category	Receipt/Invoice Reference Number*	Items	Budgeted Expenditure (HKD)	Actual Expenditure (HKD)	Remarks (if any)
eg. Tool	1	Decorations	\$1,500	\$1,500	
	2	Balloon pump	\$100	\$100	
	<i>Subtotal by Category (HKD)</i>		\$1,600	\$1,600	
eg. Meal	3	Suckling pig	\$900	\$900	
	4	Refreshments	\$2,100	\$2,100	
	<i>Subtotal by Category (HKD)</i>		\$3,000	\$3,000	
eg. Equipment					
	<i>Subtotal by Category (HKD)</i>				
<i>Total (HKD)</i>			\$4,600	\$4,600	
<i>Total Reimbursement Amount (HKD)</i>				\$4,600	

*Please assign sequential reference number on the right hand corner of each supporting receipt/invoice.

Submitted by	CHAN Tai Man	
Contact Information	Email	1234XXXX@link.cuhk.edu.hk
	Phone	12345678
Submission Date	31 March 20XX	

Participant List (for group activity)

	Student Name	Student ID	Non-MC Students*	Money collected
			please ✓ as appropriate	
1.	AAA	1111XXXX		
2.	BBB	1222XXXX		
3.	CCC	1333XXXX		
4.	DDD	1444XXXX		
5.	EEE	1555XXXX		
6.	FFF	1666XXXX		
7.	GGG	1777XXXX		
8.	HHH	1888XXXX		
9.	III	1999XXXX		
10.	JJJ	1011XXXX		
11.	KKK	1022XXXX		
12.	LLL	1033XXXX		
13.	MMM	1044XXXX		
14.	NNN	1055XXXX		
15.	OOO	1066XXXX		
16.	PPP	1077XXXX		
17.	QQQ	1088XXXX		
18.	RRR	1099XXXX		
19.	SSS	1001XXXX		
20.	TTT	1002XXXX		
21.	UUU	1003XXXX		
22.	VVV	1004XXXX		
23.	WWW	1005XXXX		
24.	XXX	1006XXXX		
25.	YYY	1007XXXX		
26.	ZZZ	1008XXXX		
27.	ABB	1009XXXX		
28.	ACC	1000XXXX		
29.	ADD	1000XXXX		
30.	AEE	1000XXXX		
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				
Remarks (if any):				
<p>* Please be reminded to collect all cost involved of the activity from Non-MC students unless otherwise specified.</p>				

Photo of Event



Receipt/Payment

—1—

ABC COMPANY

Phone: 5400XXX

Date:
Customer: Morningside College, The Chinese University of Hong Kong
Invoice No.: 0000103

Invoice

Description	Qty	Unit Price	Amount
Balloon Decoration		\$	\$
Balloon arch	1pcs	1200	1200
Foamboard	1pcs	200	200
Transportation fee			100
Total:			HKD \$1500

Remarks

Signature: _____

Receipt/Payment

—2—



Inv No: 203-00062
123

Date: 22/03/2023
17:22:33

<u>Item</u>	<u>Qty</u>	<u>Unit</u>	<u>Price</u>	<u>Dis</u>	<u>Amt</u>
1 QE31095 260汽球泵 不設退換 400605401	1	個		100	100

Tot Amt

100

現沽

多謝惠顧 Thank You
CN SQUARE

No 503 Nathan Road, Yaumatei, Kowloon, HK.
Tel: 2384-2430(6 Lines)

請保留此收據。所有筆類、美術用品、紙品、
文儀用品、特價貨品、包裝損毀之貨品，一
律不可換貨。如換貨必須於七天內憑收據正本
換貨。任何情況下只可換貨，不可退款。

Exchange within 7days with receipt. No refund.
Certain goods are non-exchangeable. Please refer
to our exchange policy.

Receipt/Payment

Sample

[Redacted]				星期	五
[Redacted]		落單日期:		2023年	03月 21日
[Redacted]		交貨日期:		2023年	03月 24日
客戶名稱: [Redacted]		交貨時間:		14:30-15:00	
客戶地址: 新界沙田香港中文大學晨興書院					
名稱		數量	單價	金額	
DESCRIPTION		QUANTITY	UNITPRICE	AMOUNT	
乳豬 (畢業)		1			
附加運費: <input type="checkbox"/> 新界區 <input type="checkbox"/> 港島區 <input type="checkbox"/> 九龍區				(已付)	
(樓下交收 可停車位置)			合計	900	
所有裝飾均已取得外觀專利, 本公司保留所有法律權利。			TOTALS		

Receipt/Payment

—4—

XYZ LTD																																																																																																															
EVENT / INVOICE NUMBER: 190-005-24032XXX																																																																																																															
RESERVATION MADE BY: Ming RESERVATION ACCEPTED BY: Sky Lee DESCRIPTION OF EVENT: VENUE: DATE: TIME: SCHOOL:	DISTRIBUTION LIST: <input checked="" type="checkbox"/> Client <input checked="" type="checkbox"/> Unit Manager <input type="checkbox"/> Purchasing Dept. <input checked="" type="checkbox"/> Account Dept. <input checked="" type="checkbox"/> Head Chef in charge <input type="checkbox"/> Director Of Operations Others: <input checked="" type="checkbox"/> Supervisor in charge <input type="checkbox"/> Area Manager																																																																																																														
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Additional Information All orders must be completed 48 hours prior to your Event date to insure the best possible service! Rental equipment is available upon request, subject to equipment availability and delivery charge. You will be billed on the basis of a guaranteed number.																																																																																																															

Delivery By: _____

Received By: _____

