

Student Development Services (SDS)

Financial Regulations for




SDS-affiliated Student Societies and Clubs

1. Financial Report with signatures from the president and the treasurer of the ExCo must be submitted to SDS within 30 days after the expiry of the term of service.
2. Surplus (if any) could be carried forward to the next term of service. Deficit (if any) must be settled before the term of service expires. Renewal applications cannot proceed until all outstanding issues have been settled.
3. All income and expenditure items must be stated clearly in the financial report.
4. For reimbursement purpose, all receipts must be kept in good status and handled according to SDS requirements (Please refer to [Appendix 1: Receipts Accepted for Reimbursement Claims](#))

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Appendix 1: Receipts Accepted for Reimbursement Claims

1. SDS reserves the right to reject any receipts that do not comply with the SDS requirements.
2. Applicants can only submit original receipts for the items and approved funding amount to SDS. Submitted original copies of receipts will not be returned.
3. All receipts must show the company name, product name, quantity and price of each item clearly.
4. Please stick the original receipts on A4-sized papers and assign a reference number to each receipt.
5. For cash register receipts, please make photocopies and submit them together with the originals.
6. Electronic receipts (e-receipts) must contain the company stamp. For those without company stamps, applicants are required to sign on the e-receipts and declare that the e-receipts are the only forms of receipts issued by the company. Otherwise, those e-receipts will not be approved.
7. Only official receipts are accepted; samples below are for reference only:

<p>Sample 1</p>	<p>Sample 2</p> <div style="text-align: center;">  </div> <div style="text-align: right; margin-top: 10px;"> <p>正式收據 Receipt</p> </div> <p>To: MR.CHEUNG Number: R13001703 CUSTOMER COPY Date: 4-JUN-13 Page: 1 / 1 Booking No.: B13001077 Consultant: Issued By: Tel./Fax: Email:</p> <p>Passenger Name(s) / 旅客名稱</p> <p>1) 2) 3) 4) 5)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Flight</th> <th>Routing</th> <th>Date</th> <th>Flight</th> <th>Class</th> </tr> </thead> <tbody> <tr> <td></td> <td>HONG KONG/TOKYO (NARITA)</td> <td>8-AUG-13</td> <td>DL 156</td> <td>ECONOMY</td> </tr> <tr> <td></td> <td>TOKYO (NARITA)/HONG KONG</td> <td>12-AUG-13</td> <td>DL 155</td> <td>ECONOMY</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 5px;">全數已包括應付稅款及服務費 Payable taxes & service fee is included in full payment: HKD 21,000.00</p> <p>Conditions: *以上機票已預備定，所付之金額恕不能退款。 *票位日期：由票位期及稅項均不能更改。 *限制：不能辦理改期。 *限制：不能退票，不能轉機其他航空公司，不能更改行程。 *限制：不能由該處轉機他人使用。 *限制：所有現金必須一併扣除登機手續及服務費一併匯往銀行不可缺。 *機票通知：Confirm By Block Seat *機票種類：特價機票客票，電子機票</p> <p>Referred Invoice: 113001720 Payment Type / 付款方法: EPS</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>For and on Behalf of WEE TRAVEL</p>  <p>Authorized Signature (Salesman / 營業員)</p> </div> <div style="text-align: center;"> <p>I understand and accept all the information of this receipt 本人明白及接受此收據上全部之資料及條款</p>  <p>Customer Signature / 顧客簽署</p> </div> </div> <p style="font-size: small; margin-top: 20px;"> MongKok Wing Loan Bank Centre 星期一至五，上午十時至晚上八時，星期六，上午十時至晚上七時 星期日及公眾假期，休息(旺角彌敦道636號永隆銀行中心519室) Tel:2388 9908 Fax:2300 1881 </p>	Flight	Routing	Date	Flight	Class		HONG KONG/TOKYO (NARITA)	8-AUG-13	DL 156	ECONOMY		TOKYO (NARITA)/HONG KONG	12-AUG-13	DL 155	ECONOMY
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COMMUNITY SPORTS LTD.
 展能運動村有限公司
 COMMUNITY SPORTS VILLAGE HONG KONG
 TEL: 2671 1711 FAX: 2679 7228

No. 32386

Receipt from (匯收銀) 香港城市大學

Date 30 Nov 13

The sum of Hong Kong Dollars (港幣) Five Thousand Six Hundred and

Twenty Five Only

in payment of (匯付) Deposit for Olympic Camp on 20-22 Sep 13

HKS 5,625.00

正式收據
 OFFICIAL RECEIPT
 Receipt No.

Check No. Bank In Drawn on

Signature



COMMUNITY SPORTS LTD.
 展能運動村有限公司
 COMMUNITY SPORTS VILLAGE HONG KONG
 TEL: 2671 1711 FAX: 2679 7228

No. 33021

Receipt from (匯收銀) 香港城市大學

Date 23 Aug 13

The sum of Hong Kong Dollars (港幣) Fifty Five Thousand Three Hundred

and Thirty Three Only

in payment of (匯付) Balance of Olympic Camp on 20-23 Sep 13

HKS 55,333.00

正式收據
 OFFICIAL RECEIPT
 Receipt No.

Check No. Bank In Drawn on

Signature

8. Electronic screenshots of transactions, including booking confirmations, reservation and credit card payment slips etc. will **NOT** be accepted.

Below are samples of **unapproved** payment proof of booking confirmations for flight/ accommodation:

