

**Hong Kong Water Ski Association Limited**

**Claim Form for Reimbursement**

**CLAIM INFORMATION**

Name of Recipient (Match Bank Account Holder Name) : \_\_\_\_\_

Date of submission : \_\_\_\_\_

Event Name /Purpose of Use : \_\_\_\_\_

Event Date : \_\_\_\_\_

Location and Exchange Rate (if needed) : \_\_\_\_\_

Bank Account Information : (Account No.) \_\_\_\_\_

: (Bank Name) \_\_\_\_\_

Items	Accommodation/ Transport/ Meals/Others	Description	Invoice Date	Claimed Amount (in HKD )	Claimed Amount (in foreign currency)	Receipt (Y/N) #
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total :						

Remarks : \_\_\_\_\_

Total Amount (HKD) : \_\_\_\_\_

Total Amount ( Foreign Currency) : \_\_\_\_\_

Signature of Recipient : \_\_\_\_\_

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

<b>CLAIMED AMOUNT ENDORSEMENT (For Office Use only)</b>	
Approved & Signed by	
Name/ Position	_____
Signature	_____
Date	_____
Remarks (if any)	_____

Form received on :