



Reimbursement Form (Tournament / Incentive Scheme)

**Please read the reimbursement guidelines before filling in the form.*

Name of Player: _____

Cheque payable to (Full name): _____

Bank account number (with bank name): _____

Name of Tournament, pls attached with fact sheet: _____

Period of trip (Date of departure & arrival), pls attached with your boarding pass / ferry ticket: _____

Location of Venue: _____

Results: (pls attached with draw sheet)

	Results	No. of entries	No. of Countries	Incentive Scheme (office use only)
Singles				(%)
Doubles				(%)

	Items	Particulars	Amount	Checked by Officer in charge	Checked by Accounts Dept
<i>e.g.</i>	<i>Airfare</i>	<i>1 Jan 22 to 8 Jan 22</i>	<i>HK\$3000</i>		
1	Airfares / Ferry				
2	Accommodation	Date : Rate/night :			
3	Overseas local travelling expenses				
4	Meals				
5	Entry fee				
6	Currency exchange rate				
		Total			

- Please send together with the original receipts (no reimbursement without original receipt), exchange rate receipt and credit card statement if the payment is paid by credit card.*

Checked by: _____ Date: _____

Checked by: _____ Date: _____

Approved by: _____ Date: _____