

# 7.7 Reimbursement of Sponsorship Cheques/Cash from Finance Division

1. Fill up the “Payment Request Form/Request for Advancement Form” and attached with the supporting document (Approval Letter and/or Financial Report).
2. The money will be given to the students through the OIC.
3. If the programme has not been organised, the application must be accompanied with the list of expected expenditure as stated in the original proposal. (Please follow the advancement procedure)
4. If the programme has been organised, an application must be accompanied with the receipts and bills. Reimbursement will be made according to the amount of expenditure. (Please follow the reimbursement procedure.)

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