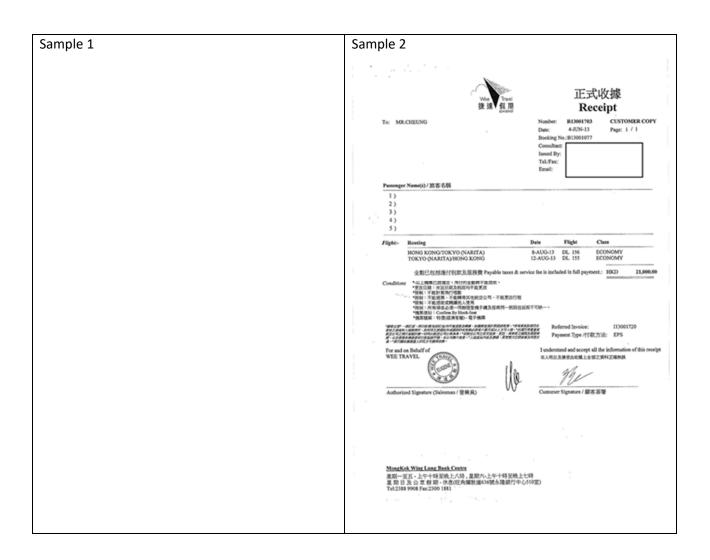
Student Development Services (SDS) Financial Regulations for SDS-affiliated Student Societies and Clubs

- 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 <u>Appendix 1: Receipts Accepted for Reimbursement Claims</u>)

(to next page)

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:



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

Below are samples of <u>unapproved</u> payment proof of booking confirmations for flight/ accommodation:

