

新亞書院學生外訪計劃 報告表

New Asia College Student Study Trip Scheme Trip Record

申請人姓名	(中文)	(英文)
Name of applicant	: (Chi.) _____	(Eng.) _____
主修/年級	Major/year : _____	
學生編號	Student I.D. no. :	聯絡電話
電郵地址	E-mail address :	Contact tel. no. : _____
計劃名稱	Name of project : _____	
目的地	Destination : _____	
實際執行日期	Period of implementation : _____	
總支出	Total expenditure : _____	
獲批准金額	Amount approved : _____	
銀行名稱	Name of bank : _____	
戶口號碼	Account number : _____	
持有人名稱^ (英文)	Holder name^ (English) : _____	

申請人對計劃的感受
Applicant's comment on the trip:

日期 _____ 簽署# _____
Date: _____ Signature#: _____

指導老師對計劃的意見
Advisor's opinion on the trip:

日期 _____ 簽署*# _____
Date: _____ Signature*#: _____

正楷
Name in block : _____

^須為申請人本人；*由簽署「指導老師意見」表格的指導老師簽署；#簽名須為正本，以藍色或黑色原子筆/墨水筆親筆簽署
^Shall be the applicant; * Endorsed by the same teaching staff who signed the "Comments of Academic Advisor" form; #shall be an original signature which is signed by a blue or black ball pen/fountain pen

注意： 申請人須在通知信發出日期後一個月內，或完成外訪後一個月內（以較後之日期為準）提交此報告表格，連同其他所需文件（詳情請參閱通知信）交回輔導處莫若琪小姐，以便安排付款。

Note: Applicant should return this form together with other required documents (please refer to the notification letter for details) within one month of the date on the notification letter, or within one month upon completion of your trip, whichever is later, to Ms. Edith Mok of the Dean of Students' Office for reimbursement.