

Let's Fly Higher



**"Let's Fly Higher" (LFH) Campaign 16-17 Project Form**

Serial Number: LFH1617-

Before the Event – send to Mrs. Sharon Hui & <i>keep your own copy</i>	
Project Title	
<i>Brief description</i>	
Improvement Area	
Budget	
Submitted by	<i>on</i>
Signature	
After the Event(s) – complete this portion <i>at your own copy &amp; send</i> to Mrs. Sharon Hui	
Short Report (Note: Pls liaise with Mr. Julian Ng for photo-taking & video recording for sharing on the Intranet)	
<i>Actual Expenditure With receipts</i>	
For Administration Only	
Approved by	Date:
Reimbursement	Yes / No Date: <i>by</i>
Received by	<i>on</i>
Signature	