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## **"MAGIS" 2016-17 Project Form**

Serial Number: MAGIS1617-

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 to Mrs. Sharon Hui</i>	
Short Report Forward a report on reflection of what you have achieved and learnt from this event for record. You may include 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: <span style="float: right;"><i>by</i></span>
Received by	<i>on</i>
Signature	