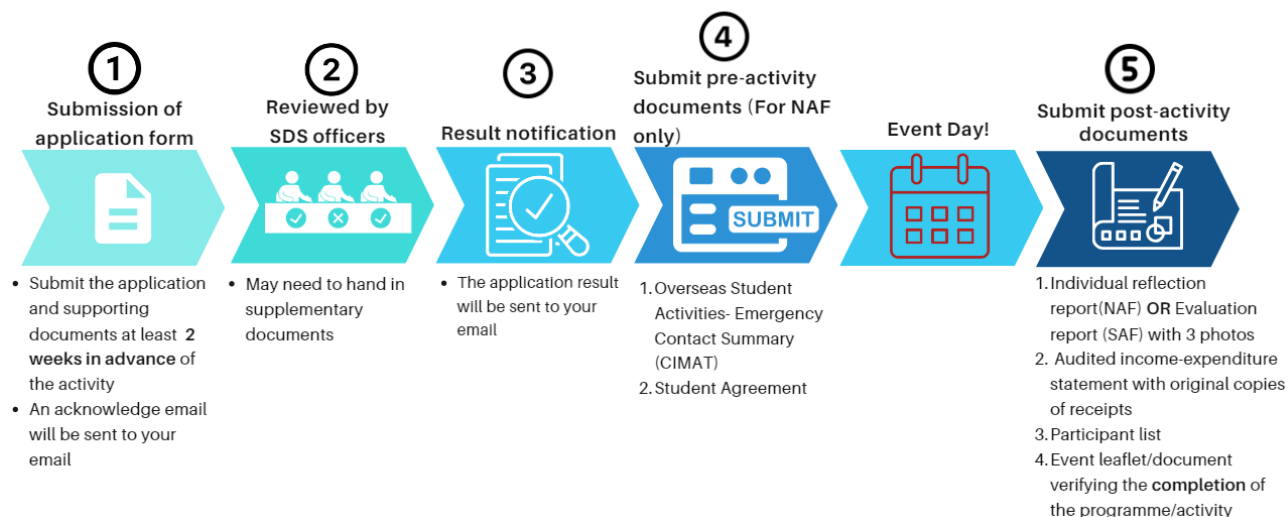


Student Development Services
Student Life and Resources Section

STUDENT NON-LOCAL ACTIVITY FUND
Application Guidelines

STUDENT ACTIVITY FUND APPLICATION FLOW CHART



1. Purposes of the Fund

- 1.1 To subsidise meaningful non-local activities of students, such as world or regional sports competitions, inter-institutional competitions, presentations at overseas seminars, study tours and interflow activities etc.
- 1.2 To subsidise partial costs, including transportation, accommodation, boarding, registration fees, project expenses and insurance, incurred by students in overseas activities.

2. Eligibility

- 2.1 All full-time **UGC-funded** undergraduate students, except exchange students, whether individuals or groups, are eligible to apply for the subsidy. Preference shall be given to **non-final** year undergraduate students.
- 2.2 All registered student organisations are also eligible to apply.
- 2.3 Participation in credit-bearing programmes, university exchange programmes, internships or programmes that are part of the course requirements will **NOT** be subsidised.

3. Funding Strategy

- 3.1 Priority will be given to the applications when:
 - applicants formally represent Hong Kong or CityUHK in overseas competitions or events;

- applicants participate in overseas inter-college competitions or events or self-arranged study tours;
 - applicants attend overseas conferences or seminars or interflow activities.
- 3.2 The Fund is non-means tested. The amount of subsidy shall not vary with the financial status of applicants.
- 3.3 The amount of subsidy will normally not exceed 60% of the proposed budget, yet the actual amount of subsidy depends on the nature of the event, overall quality of the proposal and the availability of fund etc.; applicants in events of similar or equivalent nature may not necessarily receive the same amount of subsidy.
- 3.3.1 For inner-city transportation expenses, only those that are incurred via modes of **public transport (excluding the hire of taxis)** will be partially subsidised; in other words, no subsidy will be allocated for the hire of taxis, Ubers or private cars, unless sufficient documents are provided to support that such hire is the only reasonable means of transportation for the designated journey.
- 3.3.2 The subsidy shall only cover the approved budget of the actual date(s) of the designated activity, including only the day before and after the activity and excluding any period of overstay, early-arrivals and/or inter-city travel for personal purposes/ interests. If the itinerary covers overstay, early-arrivals and inter-city travel for personal purposes/ interests, the applicant shall provide supplementary information on the flight costs for the original itinerary without any over-stay, early-arrivals and/or inter-city travel for assessment.
- 3.4 If applicants submit two or more applications for a subsidy in the same academic year, the amount of subsidy may be reduced accordingly.

4. Application Procedures

- 4.1. Applications are open throughout the year and shall be submitted to SDS **2 weeks in advance** of the activity. Ad-hoc applications may be entertained upon request depending on the availability of fund. However, **retrospective applications** will **NOT** be considered.
- 4.2. Applications shall be submitted on a prescribed application form which could be downloaded on the SDS website. Funding will be allocated according to the guidelines of Student Non-local Activity Fund.
- 4.3. For the applications of student organisation, the applicant shall be the leader of the proposed activity or the student officer of the organisation concerned.
- 4.4. The applicant must declare if other source(s) of sponsorship/ funding are applied for the same activity.
- 4.5. Applicants should receive a confirmation email within 5 working days after submitting the application form. If no email is received, they should contact the SDS.
- 4.6. For any changes of the application, including the change of number of participants, itinerary, destination, and total budget etc., the applicant is required to inform SDS and seek prior approval.
- 4.7. SDS staff may meet with the applicant to discuss the details and the budget of the proposed activity.

- 4.8. An official email indicating application results and required pre and post activity documents will be sent to the email address provided in the application form.
- 4.9. Successful applicants shall complete and submit the following to SDS before the activity starts:
- a) Student Agreement
 - b) Overseas Students Activities -Emergency Contact Summary (CIMAT)

5. Supporting Documents for Applications

- 5.1 Applicants must provide the following supporting documents for different activity natures:

Activity Nature	Supporting Documents
Present or participate in overseas conference or seminar	Letter of invitation or related reference
Self-arranged study tour or interflow activity	Details of the trip including objectives, itinerary, list of participants, follow-up plan and budget

- 5.2 A written recommendation letter from the staff member of City University of Hong Kong or related authority shall be an added asset to the application.

6. Reimbursement Procedures and Remarks

- 6.1 The applicant must submit the following to SDS within **4 weeks** after the completion of the activity; otherwise, the approved subsidy will be considered forfeited:

- a) Evaluation report of the activity, including but not limited to the assessment of the process and outcomes, feedback from participants (if any), etc.*
- b) Audited income-expenditure statement*, supported with valid original copies of receipts**
- c) At least 3 photos of the activity (* Please note that the photos provided by you will be released in any form on CityUHK's social media and commemorative publications for the purpose of education and publicity.)
- d) Individual reflection reports of all participants (at least 1,000 words/report)
- e) Certificate, event brochure or any supporting document verifying completion or successful obtainment of relevant qualifications (if applicable; e.g., for competition, conference, etc.)
- f) Participant list

*For registered student organisations, the audited income-expenditure statement must be signed by the President and Financial Secretary.

**Please refer to Appendix 1 for details of receipts accepted for reimbursements.

- 6.2 The subsidy is normally paid in form of reimbursement to the applicant upon satisfactory completion and submission of all documents in 6.1. All expenses shall first be met by fees received from the participants and other sources of income. The activity will only be subsidised when all the aforesaid income is exhausted. SDS may interview the applicant for clarification and reserves the right to amend, withhold or withdraw the subsidy upon assessment of the actual itinerary and outcomes, actual number of participants, actual income and expenses, validity of receipts and quality of the above post-activity reports.
7. Student Development Services reserves the right to amend the application guidelines and subsidy percentage/amount at any time as appropriate without prior notice.

1. SDS reserves the right to reject any receipts that do not comply with the requirements below.
2. Applicants must submit original hard copy receipts to SDS. **Invoices will not be accepted.** The submitted original receipts will not be returned; applicants should make copies for their own records if necessary.
3. All receipts are required to show the company name, product name, quantity, and price of each item clearly.
4. Applicants should stick the original receipts on A4-sized papers and assign a reference number to each receipt.
5. For receipts printed by a cash register, applicants must photocopy them and submit the photocopies along with the originals.
6. If only electronic receipts are available, applicants must print out the e-receipt and submit the hard copy which consists of the company stamp, or applicants must sign to declare that the e-receipt is the only receipt issued by the company in case no company stamp is available. Otherwise, the e-receipts **will not be accepted.**
7. Only official receipts are accepted; screenshots of transactions, booking confirmations, invoices, quotations, and credit card payment slips etc.

Sample 2

COMMUNITY SPORTS LTD.

萬能運動村有限公司

COMMUNITY SPORTS LTD. (INCORPORATED IN H.K.)
TEL: 2675 1771 FAX: 2679 7228

No. 32386

Date 30 Nov 13

Receipt from (茲收到) 香港城市大學

The sum of Hong Kong Dollars (港幣) Nine Thousand Six Hundred and

Thirty Two Only

in payment of (繳付) Deposit for Airport Car on 20-22 Sep 13

HK\$ 9,632.00

正式收據

OFFICIAL RECEIPT

Amount in Words

Cheque No. Bank In Date on 30 Nov 13

COMMUNITY SPORTS LTD.

萬能運動村有限公司

COMMUNITY SPORTS LTD. (INCORPORATED IN H.K.)
TEL: 2675 1771 FAX: 2679 7228

No. 33021

Date 23 Sep 13

Receipt from (茲收到) 香港城市大學

The sum of Hong Kong Dollars (港幣) Nine Thousand Three Hundred and

Thirty Two Only

in payment of (繳付) Balance of Airport Car on 20-22 Sep 13

HK\$ 9,632.00

正式收據

OFFICIAL RECEIPT

Amount in Words

Cheque No. Bank In Date on 23 Sep 13

正式收據
Receipt

To: MR. CHEUNG

Number: R13001783 CUSTOMER COPY

Date: 4-UN-13 Page: 1 / 1

Booking No.: B13001077

Consultant:

Issued By:

Tel/Fax:

Email:

Passenger Name(s) / 旅客名稱

1)

2)

3)

4)

5)

Flight	Routing	Date	Flight	Class
	HONG KONG (TOKYO (NARITA))	8-AUG-13	DL 156	ECONOMY
	TOKYO (NARITA) HONG KONG	12-AUG-13	DL 155	ECONOMY

全數已包括進付稅款及服務費 Payable taxes & service fee is included in full payment: HKD 21,000.00

Conditions

- *以上機票已預付稅款，所有訂位及服務費不能退還。
- *更改日期：必須往來及回程均不能更改。
- *附註：不能計算飛行次數。
- *附註：不能轉讓其他航空公司，不能更改行程。
- *附註：不能改裝或轉讓他人使用。
- *附註：所有機票必須與一位或多位旅客同行，否則在起程前不可轉。
- *機票類別：Confirmed Sky Block Seat
- *機票種類：特價經濟艙位，電子機票

*重要提示：一經訂位，所有機票均須預付稅款及服務費，如欲更改或取消行程，所有費用均由旅客自理，恕不退還。
 訂位及更改：訂位及更改機票，必須往來及回程均不能更改。訂位及更改機票，必須往來及回程均不能更改。
 附註：不能計算飛行次數。附註：不能轉讓其他航空公司，不能更改行程。附註：不能改裝或轉讓他人使用。
 附註：所有機票必須與一位或多位旅客同行，否則在起程前不可轉。以上機票類別及服務費均須預付稅款及服務費，恕不退還。

Referred Invoice: 113001720

Payment Type 付款方法: EPS

For and on Behalf of
WEE TRAVEL

Authorized Signature (Salesman / 營業員)

I understand and accept all the information of this receipt
本人明白及接受此收據上全部之資料及條款

Customer Signature / 顧客簽署

Mong Kok Wing Lung Travel Centre

星期一至五：上午十時至晚上八時，星期六：上午十時至晚上七時
星期日及公眾假期：休息(旺角彌敦道634號永隆銀行中心510室)
Tel: 2388 9908 Fax: 2300 1881

Samples of **unaccepted** booking confirmations for flight/ accommodation:

Travel Booking Receipt 20141217

Not an official receipt

Important Information
 You will receive a 4x6 inch Receipt when you check in. We also recommend printing this receipt.

Print and Save Receipt
 Please print your receipt before you go to the airport.

40 minutes departure

20 minutes departure

Travel Details
 Booking Date: 2014-12-16 09:45:07
 Name: [Redacted]
 Address: [Redacted]
 Email: [Redacted]
 Phone: [Redacted]

Outgoing Flight
 From: 2014-01-18 (THU) Hong Kong International Airport (HKG)
 To: 2014-01-18 (THU) Taichung Chang Jung-Kang Airport (TSA)
 Flight Number: 601-01
 Guest Name: [Redacted]

Returning Flight
 From: 2014-01-23 (TUE) Taichung Chang Jung-Kang Airport (TSA)
 To: 2014-01-23 (TUE) Hong Kong International Airport (HKG)
 Flight Number: 601-02
 Guest Name: [Redacted]

Charges

Flight & Fuel: [Redacted]
 Total: [Redacted]
 Total Tax: [Redacted]

Fees

Security: [Redacted]
 Total: [Redacted]

Important Information
 For complete information on our policies, please refer to our website at [www.hkair.com.hk](#).

FAQ's



訂房確認的住宿憑証

Not an official receipt

先生/小姐 您好：
 您的訂房已成功，您的訂房確認編號為 [Redacted]。以下為您完整的訂房資料，入住時，請列印本住宿憑証，您也可以從「我的訂房」查詢您訂房的相關記錄。

訂房之概要

訂房編號	訂房日期	房型	電話	地址
TP20140119000004	2014-01-18	聯合房(NT\$)	06-8750300	屏東縣林邊鄉綠村路90號 (位於東港，近墾丁地區)

海韻十二人房	入住日期	訂房數	訂房人	訂房金額
海韻十二人房	2014-01-19(三)	1 間	0 人	NT\$5,000
海韻十二人房	2014-01-20(四)	1 間	0 人	NT\$5,000
海韻十二人房	2014-01-21(五)	1 間	0 人	NT\$5,000
海韻十二人房	2014-01-22(六)	1 間	0 人	NT\$5,000
海韻十二人房	2014-01-23(日)	1 間	0 人	NT\$5,000

