

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF ARTS**

Faculty Global Exploration Fund (UG) (FGEF)  
Reimbursement Claim Form (2018-19)

For FEO USE
FILE NO.:
P.A. NO.:
Checked
Approved:

To: Finance and Enterprises Office (Unit 1E) via the Faculty Office

Name of Claimant: \_\_\_\_\_

Surname First Name

Student No (UID): \_\_\_\_\_

Curriculum: BA/BA&BEd/BA&LLB Year of Study (2018 -19): \_\_\_\_\_

Telephone No: \_\_\_\_\_ HKU Email: \_\_\_\_\_

**A. Pre-approval** (Please )

- Pre-approval **NOT** necessary (my activity fulfilled all the criteria set in guidelines)  
 Pre-approval obtained

**B. Claims for Major Expenses** (The approved amount will be reimbursed to the claimant's bank account according to the Registry's record.)

Note: Please indicate item numbers (Item #1, #2 ...) on your supporting documents attached (e.g. relevant original receipt, transportation ticket, boarding pass, money exchange voucher, etc.)

Description (if applicable)	Item(s) #	Amount (foreign currency) <sup>i</sup>	Amount (HK\$)
1. Airfare (including HK Airport Tax) <sup>ii</sup>			
2. Cross-border Bus/Train/Ferry (to/from HK)			
3. Domestic Travelling Expenses <sup>iii</sup>			
4. Accommodation (standard room cost only) <sup>iv</sup>			
5. Course/Programme Fee			
6. Visa Fee			
		Total	

**C. Supporting Documents** (Please )

I now attach the following supporting documents:

- an email from the Faculty showing pre-approval result of the application, if applicable;  
 documents related to the claims of major expenses stated above;  
 a report on the activity undertaken; and  
 an official document certifying the completion of the activity issued by the host institution(s)/organizer(s).

**D. Declaration** (Please )

- I understand that the FGEF **cannot be held concurrently with other funding sources**. I declare that I have not received and will not receive other funding sources to finance this activity, failing which I will be required to report to the Faculty in writing immediately, withdraw the application, and if applicable, return the reimbursed amount back to the Faculty.

Signature of Claimant: \_\_\_\_\_

Date: \_\_\_\_\_

**For Faculty Office's use**

Approved Amount (HK\$): \_\_\_\_\_

Approved by: \_\_\_\_\_

Approval Date: \_\_\_\_\_

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<sup>i</sup> Please submit proof (e.g. money exchange voucher) for foreign currency translation; or else the market rate prevailing on the first day of travel as published by the Hong Kong Association of Banks will be applied for reimbursement purpose.

<sup>ii</sup> Transportation cost is confined to (a) the cheapest return economy class of transport at the most direct route to the place of the activity from Hong Kong, and (b) necessary domestic travelling expenses between home/accommodation and airports during the designated activity period. If applicants choose to extend their stay beyond the designated activity period voluntarily, or travel beyond the designated country/countries (i.e. not departing from or returning back to Hong Kong), they are required to provide a quotation showing the transportation price of the cheapest return economy class of transport on the exact start and end dates when the designated activity should take place, failing which the Faculty will not be able to process the reimbursement. Reimbursement will be considered based on the actual cost, or the quotation of the assumed flight in point (a), whichever is less.

<sup>iii</sup> Public means of transport between home/accommodation and airports.

<sup>iv</sup> Room cost only covers standard room cost during the designated learning activity period. Applicants who share a room with others shall indicate so in the reimbursement form.

May 2019