

THE UNIVERSITY OF HONG KONG
FACULTY OF ARTS

Checklist of Supporting Documents for RPg Students' Reimbursement

A. For Louis Cha Postgraduate Research Fellowship, Arts Faculty Grants for Joint PhD Programmes, Faculty Fund for International Experience

1. Airfare
 - Original boarding pass (round-trip tickets)
 - Original official receipt issued by the travel agency or the airline (economy class only)
 - Electronic receipt is only acceptable for online flight booking. The payer should be the claimant.
2. Accommodation
 - Original receipt for accommodation (room cost only)
3. Domestic travelling
 - Original receipt for domestic transportation
 - Public means of transport between home/University to the Hong Kong International Airport
 - Other public means of transport in the approved travel period
4. Others
 - Original receipts for approved items, e.g., admission tickets, photocopying, registration fee, etc.

[All claims for reimbursement should be submitted by the deadline as specified in the Faculty's award letter.]

B. For Conference Support for Research Postgraduate Students, Conference/Travel Support for HK PhD Fellowship (HKPF) and HKU-Presidential Scholarship (HKU-PS) Holders, Travel Support for Research Postgraduate Students for International Academic Training/Research Activities

1. Airfare (*remark 1*)
 - Original boarding pass (round-trip tickets)
 - Original official receipt issued by the travel agency or the airline (economy class only)
 - Electronic receipt is only acceptable for online flight booking. The payer should be the claimant.
2. Accommodation (*remark 2*)
 - Original receipt for accommodation (room cost only)
3. Registration fee for conference, coursework, seminar or workshop
 - Original receipt for registration fee (The name of the payer should be shown on the receipt. If no official receipt is provided, please submit the invoice and credit card statement indicating the transaction of the registration fee.)

- Supporting documents of the activity (e.g. schedule of the activity, website of the activity, etc.)
4. Domestic travelling
- Original receipt for domestic transportation
 - Public means of transport between home/University to the Hong Kong International Airport
 - Public means of transport from the nearest international airport to the place of conference and return

Remarks:

1. If the actual travel period of the claimants deviates from the approved period, or the claimants do not depart from or return back to Hong Kong, they are required to provide a quotation showing the airfare of the cheapest economy class on the exact start and end dates when the trip should take place, failing which the Finance and Enterprises Office (FEO) will not be able to process the reimbursement. Reimbursement will be considered based on the actual cost, or the quotation of the assumed flight, whichever is lesser.
2. Accommodation allowances for attending conferences overseas shall be calculated at 60% of the subsistence allowances (available at the FEO website) applicable to civil servants on duty trips at the same places. (*HKU portal → Manager Self Service → Finance & Enterprises Office → FEO Intranet Homepage → Staff → Other Financial Information → Rates of Subsistence Allowance*)
3. Justifications are needed for missing any supporting documents as mentioned above. The FEO reserves the right to reject any claiming item without sufficient supporting documents.
4. Proof for foreign currency translations (e.g. money exchange vouchers, credit card statements) shall be provided, or else the relevant market rate published by the Hong Kong Association of Banks, where applicable, will be applied for reimbursement purpose. Please refer to the monthly exchange rate provided at the FEO website. (*HKU portal → Manager Self Service → Finance & Enterprises Office → FEO Intranet Homepage → Staff → Other Financial Information → Monthly Exchange Rate*)

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