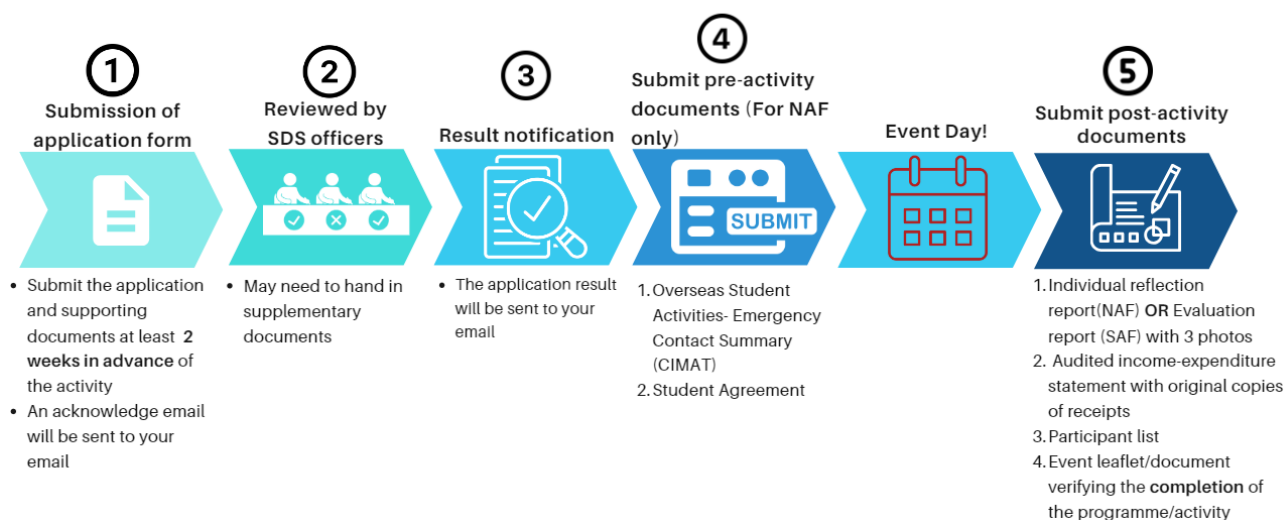


**Student Development Services
Student Life and Resources Section**

**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.

Appendix 1: Receipts Accepted for Reimbursements

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.

Samples of **accepted** receipts:

COMMUNITY SPORTS LTD.
 威龍運動村有限公司
 香港上水馬房街威龍運動村
 COMMUNITY SPORTS LTD. (HONG KONG)
 TEL: 2671 1711 FAX: 2679 7226

No. 32386

Date: 30 Mar 13

Receipt form (正式收據) 香港威龍運動村

The sum of Hong Kong Dollars (港幣) One Thousand Six Hundred and Ninety Five Only
 and Thirty Five Cents

payment of (匯付) Deposit for flight on 20-22 Sep 13

HK\$ 1,695.50

正式收據
 CUSTOMER RECEIPT
 Received by: [Signature]

Cheque No. Bank Date

COMMUNITY SPORTS LTD.
 威龍運動村有限公司
 香港上水馬房街威龍運動村
 COMMUNITY SPORTS LTD. (HONG KONG)
 TEL: 2671 1711 FAX: 2679 7226

No. 33021

Date: 23 Aug 13

Receipt form (正式收據) 香港威龍運動村

The sum of Hong Kong Dollars (港幣) Two Thousand Three Hundred and Thirty Three Only
 and Nine Cents

payment of (匯付) Balance of flight on 20-22 Sep 13

HK\$ 2,333.50

正式收據
 CUSTOMER RECEIPT
 Received by: [Signature]

Cheque No. Bank Date

正式收據
Receipt

To: MR.CHEUNG

Number: R13001703 CUSTOMER COPY
 Date: 4-JUN-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

全數已包括機位稅款及服務費 Payable taxes & service fee is included in full payment: **HKD 21,000.00**

Conditions

- *以上機票已經確定，所付之金額不可退還。
- *機位日期：由出發日期起計每半年更改。
- *附註：不能作任何改動。
- *附註：不能退還，不能轉與其他航空公司，不能更改行程。
- *附註：不能退還或轉讓他人使用。
- *附註：所有票務必須一併辦理手續及服務費一併付收不可缺。
- *機票種類：Confirms By Black-Sea
- *機票種類：特價機票(特價)，電子機票

Referred Invoice: 113001720
 Payment Type / 付款方法: EPS

For and on behalf of
WEE TRAVEL

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件

Authorized Signature (Salesman / 營業員) [Signature]
 Customer Signature / 顧客簽署 [Signature]

MongKok Wing Lung Bank 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636號永隆銀行中心519室)
 Tel: 2388 9958 Fax: 2300 1881

Samples of unaccepted booking confirmations for flight/ accommodation:

