

# Research Student Expenses (2-staged process for Reimbursement)

## Stage 1: Obtain a prior budget approval from GS

### *Before the event*

- Complete the Application for Budget Approval with the endorsement of your Principal Supervisor, Department, and Faculty.
- Submit the endorsed-application together with all supporting documents to GS at least **3** weeks before the event.
- GS will notify you budget approved via e-mail.



## Stage 2: Apply for Reimbursement

### *After the event*

- Complete the Application for Reimbursement within **1** week after you have returned to HK.
- Submit the application together with event-related payment proof to GS for vetting /approval.
- Finance Office arranges reimbursement.



The processing time depends on your timely submission and provision of **complete and relevant** supporting documents (e.g. bank statement, attendance proof, itinerary and receipts).