**HONG KONG BAPTIST UNIVERSITY**

*For HKPFS Awardees Only*

**GRADUATE SCHOOL**

**2024/25 Application for Reimbursement for HKPFS Awardees on Research-related Activities (Stage 2)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Important Notes****Eligibility**Hong Kong PhD Fellowship Scheme (HKPFS) awardees in their first three years of study are eligible to apply for the **annual conference and research related travel allowance** (annual travel allowance). **If the duly signed form reaches the Graduate School after the deadline, the application will not be considered.** HKPFS awardees in their fourth year of study should use another set of application form, RG011/RG012 downloadable from GS website.**Funding Support**The annual travel allowance is provided by the RGC and must be solely spent on your own research.

|  |  |
| --- | --- |
| Supported items | Max. Supported Amount |
| 1. Conference/Seminar
2. Non-local International Attachment
3. Others (Field Trip, Study Tour, etc.)
 | **Max: $14,000 (AY2024/25)**(*Multiple claims are allowed if there is an available balance)* |

**2-Staged Procedures for Reimbursements**There are two stages for the reimbursement procedures:Stage 1: Application for Budget Approval should reach the Graduate School (GS) at least 3 weeks before the event takes place. Stage 2: Application for Reimbursement, together with relevant supporting documents, must be submitted to GS within one  week after the activity or by 31 August 2025, whichever is earlier.**Required Supporting Documents**It is important that the supporting documents provided are relevant, arranged and numbered in chronological sequence, and printed in Chinese or English as far as practicable. Otherwise, your application will be withheld from processing. Incomplete application will delay the process and may result in the denial of your reimbursement application.Stage 1 - Application for Budget Approval

|  |  |  |
| --- | --- | --- |
| **Item** | **Submission of relevant forms** | **Supporting Documents (not exhaustive)** |
| **Application for** **Budget Approval** | **[Online Application](https://buniport03.hkbu.edu.hk/wps/myportal/hidden/Home/%21ut/p/b1/dcpNDoIwEEDhs3CCGWhL67KppIUUtSZEnQ2piRAi0I3x_P7ErW_3kg8ILgUqgVxyVHAGWuNzGuNjSmucP09l760RkrVl1xy2Bmu5b5mqAsMihwZonNP1TU9AX2ysdlx6ROWtwFq77rgJjGHgP4B_0gg7l5YbLFTdB51lLzcX4mM%21/dl4/d5/L2dBISEvZ0FBIS9nQSEh/)** **[for Study Leave](https://buniport03.hkbu.edu.hk/wps/myportal/hidden/Home/%21ut/p/b1/dcpNDoIwEEDhs3CCGWhL67KppIUUtSZEnQ2piRAi0I3x_P7ErW_3kg8ILgUqgVxyVHAGWuNzGuNjSmucP09l760RkrVl1xy2Bmu5b5mqAsMihwZonNP1TU9AX2ysdlx6ROWtwFq77rgJjGHgP4B_0gg7l5YbLFTdB51lLzcX4mM%21/dl4/d5/L2dBISEvZ0FBIS9nQSEh/)**  |
| A | ✔ | ✔ | * Quotation of registration fee required;
* Itinerary, quotations for airfare, accommodation, domestic public transportation within the event city (one return trip to and from airport only, excluding any means of airport pick-up service, taxi and Uber or transportation/tourist pass, etc.) ;
* Invoice/quotation for conference-related learning activities, if any; and
* Any other relevant supporting documents as deemed necessary and appropriate by the Graduate School.
 |
| B | ✔ | ✔ |
| C | ✔ | ✔ |

Stage 2 - Application for Reimbursement

|  |  |  |
| --- | --- | --- |
| **Item** | **Application for Reimbursement** | **Supporting Documents (not exhaustive)** |
| A | ✔ | * Attendance proof (e.g. attendance certificate);
* **Original** boarding pass for each flight;
* Payment proof (e.g. **original** receipts/copy of bank statement) for registration fee, airfare, accommodation, public transportation to and from airport at the event city (one return trip to and from airport only, excluding any means of airport pick-up service, taxi and Uber or transportation/tourist pass, etc.), and conference-related learning activities, if any; and
* Any other relevant supporting documents as deemed necessary and appropriate by the Graduate School.
* **Your name should be shown on all receipts.**
 |
| B | ✔ |
| C | ✔ |

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| **Part I Student Particulars** |
| Name: |  | Student No.: |  | Contact No.: |  |
| Department: |  | Year of Study: |  | Commencement Date: |  |

|  |
| --- |
| **Part II Item(s) for Reimbursement**  |

|  |  |
| --- | --- |
| [ ]  | 1. **Conference/Seminar Attendance**
 |
| Title | Country | Date of Event |
| From | To |
| [ ]  | 1. **Non-local International Attachment**
 |
| Institution name | Country | Date of Event  |
| From | To |
| [ ]  | 1. **Others (Field Trip, Study Tour, etc.)**
 |
| Details | Country | Date of Event |
| From | To |

|  |
| --- |
| **Part III Submission of Supporting Documents**  |
| Please fill out the following table and attach numbered supporting documents in a tidy manner. Applications with loose supporting documents may result in delay in approval process.

|  |  |  |  |
| --- | --- | --- | --- |
| Supporting Documents | Document No. | Budget Requested | Office Use |
| [ ]  | 1. Conference/Seminar Attendance
 |  | HK$ |  |
| [ ]  | 1. Non-local International Attachment
 |  | HK$ |  |
| [ ]  | 1. Field Trip or Study Tour
 |  | HK$ |  |
|  | **Total Amount**: | HK$ |  |

 |
| **Part IV Student Declaration** |
| [ ]  I am an HKPFS student in the first three years of the normal study period.[ ]  I have studied the important notes on the first page and understood the Graduate School has right of final decision on my application. [ ]  I declare that the received funds, if approved, will be solely spent on my own research activities.[ ]  I have attached a self-declaration with my signature regarding:1. The e-copies of invoices/receipts attached herewith for reimbursement/payment are the original copies from suppliers/service providers; and
2. No item of this reimbursement claim has been reimbursed/paid by the University or any other organisation(s)/person(s).

[ ]  I understand that the above documents will be submitted to the Finance Office, and may be requested to provide further information. The Finance Office normally requires 3 weeks to process an application for reimbursement upon receipt of **complete** application and all necessary supporting documents. |
| Student’s signature |  | Date: |  |

|  |
| --- |
| **Part V Approval (For Office Use)** |
|  |
| Budget Approval (Stage 1) | HK$ |  | approved on  |  |
| Approved Reimbursement | HK$ |  |
| Remaining Balance | 1. HKPFS-Research Funding HK$
2. U-Research Funding HK$
 |
| Complete Set of Application with all necessary Supporting Documents | Received on |  |
| Document to the Finance Office | Sent on |  |

**Important Notes:**

1. The Graduate School reserves the right to:
2. request additional relevant supporting documents as deemed necessary and appropriate in addition to the supporting items specified in this application form; and
3. deny any reimbursement applications deemed inappropriate.

**Privacy Policy Statement and Personal Information Collection Statement (PPS/PICS)**

According to the Privacy Policy Statement / Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University (the "University"), personal data of students of the University are collected and retained for a variety of reasons and used for many purposes as such have been set out in the PPS/PICS. Please visit <https://www.hkbu.edu.hk/eng/about/privacy.jsp> for access to the PPS/PICS.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

 Graduate School

 AAB 904, Level 9, Academic and Administration Building,

 Baptist University Road Campus,

 Hong Kong Baptist University

 Kowloon Tong

 Kowloon