

STUDENT NON-LOCAL ACTIVITY FUND

1. Purposes of the Fund

- 1.1 To subsidize 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 The Fund shall be used to subsidize the costs incurred by students in their overseas activities, and may include transportation, accommodation, board, registration fees, project expenses, souvenirs and insurance cost.
- 1.3 The Fund shall **NOT** be used to subsidize students to participate in credit bearing programs, university exchange programs, internships or programs that are part of the course requirements. Separate funding may be made available by other departments / offices to support students in attending such activities.

2. Eligibility

- 2.1 All full-time **UGC-funded** undergraduate and Associate Degree 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 Registered student societies are also eligible for applying.

3. Funding Strategy

- 3.1 The applications shall be considered according to the following priorities:
 - Applicants formally representing Hong Kong or CityU in overseas competitions or events
 - Applicants participating in overseas inter-college competitions or events or self-arranged study tours
 - Applicants attending overseas conferences or seminars or organized 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 maximum subsidy for each application/event/project shall normally not exceed \$25,000 or 60% of the approved budget, whichever is lower. The applicants are expected to bear part of the expenses.
- 3.4 If applicants submit two or more applications for a considerable subsidy in the same academic year, the level of support may be lowered accordingly.
- 3.5 It is not a must for the applicant to receive same amount of subsidy on the same/similar events. The amount of subsidy depending on the nature of the event, overall quality of the proposal and the availability of fund etc.

4. Administrative Procedures

- 4.1 Applications are open throughout the year and shall be submitted to SDS **two weeks in advance** of the activity. Ad hoc applications may be entertained upon request depending on the availability of fund. However, retrospective application will not be considered.

- 4.2 Applications shall be submitted on a prescribed application form which is obtainable from the SDS website. Individual students and registered student societies can submit applications. Funding allocation will be made according to the guidelines of Student Non-local Activity Fund.
- 4.3 Applications of student societies shall be endorsed by the Students' Union before submission to SDS (6/F, Bank of China (HK) Complex). The applicant shall be the leader of the proposed activity and an office-bearer of the society concerned.
- 4.4 The applicant must declare if other source(s) of sponsorship has been received.
- 4.5 For any changes of the application, including change of number of participant, itinerary, destination and total budget etc., the applicant is required to inform SDS and seek prior approval.
- 4.6 SDS staff may meet with the applicant to discuss the details and the budget of the proposed activity.
- 4.7 The applicant will be informed of the result of the application in writing usually within 2 weeks after the submission of application.
- 4.8 Before the activities take place, successful applicants shall submit a) the completed student agreement, b) emergency contact summary and c) students information of Overseas Student Activities (CIMAT) to SDS.
- 4.9 The applicant must submit an a) evaluation report, b) self-improvement & reflection sheet together with c) an audited income-expenditure statement, supported with d) original copies of receipts, to SDS within 4 weeks after the completion of the activity. If the applicant fails to do so, the approved subsidy will be considered forfeited.
- 4.10 For registered student societies, the evaluation report and the income-expenditure statement must be signed by the President and Financial Secretary with society stamp.

5. Reimbursement Arrangements

- 5.1 The subsidy is normally paid in form of reimbursement to the applicant upon submission of all required documents mentioned in 4.9. Any expenditure incurred from the activity shall first be met by fees received from the participants and other income sources. The activity will only be subsidized when all the aforesaid income is exhausted. If the applicant has spent less than the proposed budget, the maximum amount could be claimed is 60% of the actual amount spent.
- 5.2 The applicant may only submit original copies of receipts with the approved amount to SDS. Please note that the submitted original copies of receipts will not be returned, please make copies for record if necessary and hand-in the copies to SDS for endorsement before submitting to Students' Union.
- 5.3 If only electronic receipts are available, please note that company stamp is required on the e-receipts. Without the company stamp, the applicant has to declare the e-receipt is the only receipt issued by the company with his/her signature. Otherwise, the e-receipts will not be accepted
- 5.4 The applicant is required to submit signed receipt of subsidy from each participant to SDS within 4 weeks after receiving the subsidy cheque.
- 5.5 For student societies, only the bank account of the Society or President and Financial Secretary will be accepted for reimbursement.
- 5.6 If the conducted activity or submitted financial statement varies considerably from the original proposal, SDS staff may interview the applicant for clarification and reserves the right to withhold the subsidy.

6. Supporting Documents

- 6.1 If the nature of the proposed activity is to participate in an overseas competition or event, the applicant must prove that he or she has fulfilled the qualifications of the specific event or has gained formal representative status from a local institution.
- 6.2 If the nature of the proposed activity is to make a presentation or participate in overseas conference or seminar, the applicants must provide the letter of invitation or related reference to support the application.
- 6.3 If the nature of the proposed activity is a self-arranged study tour or interflow activity, the applicants must provide details on the purpose of the trip, itinerary, number of participants, follow-up plan and budget.
- 6.4 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.

7. Point to note

Student Development Services reserves the right to amend guidelines and subsidy percentage/amount at any time as appropriate without prior notice.

8. Enquiries

Students are welcome to come to Student Development Services for further information and advice.

Tips on reimbursement

1. An evaluation report together with an audited income-expenditure statement, supported with original copies of receipts must be submitted to SDS within **4 weeks** after the completion of the activity. If the applicant fails to do so, the approved subsidy will be considered forfeited.
2. The applicant may only submit original copies of receipts with the approved amount to SDS. The submitted original copies of receipts will be sent to the Finance Office and will not be returned, please make copies for record if necessary and hand-in the copies to SDS for endorsement before submitting to Students' Union.
3. Please stick the original receipts on A4 sized papers and arrange a reference number for each receipt.
4. If only electronic receipts are available, please note that company stamp is required on the e-receipts. Without the company stamp, the applicant has to declare the e-receipt is the only receipt issued by the company with his/her signature. Otherwise, the e-receipts will not be accepted.
5. All receipts are required to show the company name, product name, quantity and price of each item clearly.
6. For those receipts printed with cash register, please make copy and submit them together with the originals.
7. For student societies, only the bank account of the Society or President and Financial Secretary will be accepted for reimbursement.
8. Sample of accepted receipts are shown as below for reference only :

Sample 1

COMMUNITY SPORTS LTD.
 展能運動村有限公司
 新界上水馬草壩展能運動村
 COMMUNITY SPORTS HKT (HONG KONG) CO., L.T.
 TEL: 2671 1711 FAX: 2679 7226

No. 32386
 Date: 30 Mar 13

Receipt from (茲收到) 香港城市大學
 The sum of Hong Kong Dollars (港幣) Nine Thousand Six Hundred and Ninety Five and 50/100
 in payment of (繳付) Deposit for Overnight Camp on 20-22 Sep 13

HK\$ 9,695.50
 Cheque No. Bank In Drawn on

正式收據
 OFFICIAL RECEIPT
 Received by

Sample 2

WEWE TRAVEL
 捷達假期

正式收據
 Receipt

To: MR. CHEUNG
 Number: RI3001703 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

全額已包括應付稅款及服務費 Payable taxes & service fee is included in full payment: HKD 21,000.00

Conditions
 *以上機票已經確認。所付的金額將不能退款。
 *客位訂滿。此票恕不退換或更改。
 *客位：不能計算飛行里程。
 *客位：不能退換。不能轉售與他人在公司。不能更改行程。
 *客位：所有機票必須一併收理。電子機票與紙質機票不能同時。
 *機票類別：Economy Class Only
 *機票種類：往返(星架坡) - 電子機票

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

For and on Behalf of
 WEWE TRAVEL
 Authorized Signature (Salesman / 營業員)

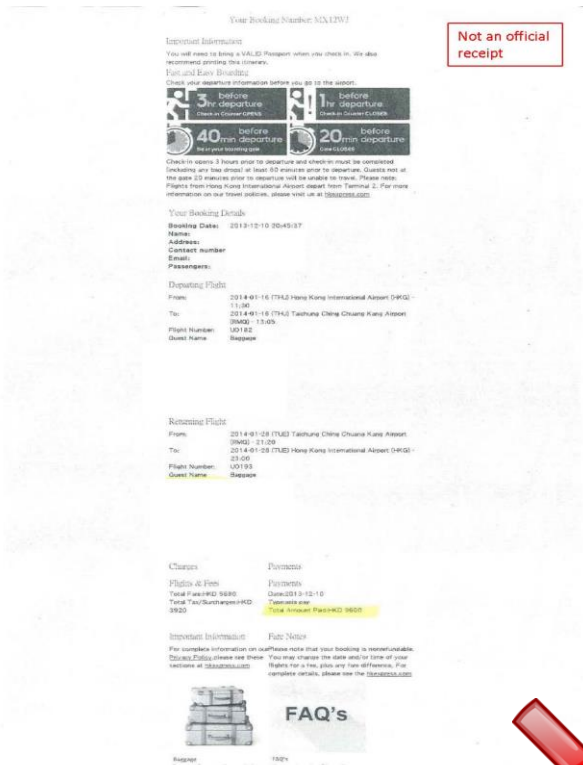
I understand and accept all the information of this receipt
 本人明白及接受此收據上全部之資料及條款

Customer Signature / 顧客簽署

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63號永隆銀行中心510室)
 Tel: 2388 9908 Fax: 2300 1881

9. Only official receipts are accepted. Booking confirmation, reservation and credit card payment slip etc. will not be accepted.

Online Flight Booking



Online Accommodation Booking

