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 Activities Fund.

4.3 Applications of student societies shall be endorsed by the Students’ Union before submission to SDS (6/F, Amenities Building). 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**

   ![Sample 1]

   **Sample 2**

   ![Sample 2]
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