

STUDENT ACTIVITY FUND (for local activities)

1. Purposes of the Fund

- 1.1 To subsidize meaningful local student activities organized by student societies or individual students (UGC funded students only), except exchange students.
- 1.2 To support student societies in acquiring necessary programme equipment.
- 1.3 To encourage students to organize & participate in local activities, so as to develop their leadership abilities and interpersonal skills, as well as cultivate their personal interests.
- 1.4 The Fund shall **NOT** be used to subsidize students to participate in credit bearing programs, internships or programs that are part of the course requirements.

2. Eligibility

- 2.1 All registered student societies are eligible to apply for the subsidy.
- 2.2 Applications from individual groups of students (UGC funded students only), except exchange students, which contribute to the enhancement of campus life may be entertained at the discretion of SDS.

3. Funding Strategy

To encourage student societies or individual students to organize quality activities enhancing students' out-of-classroom learning experience, applications will be assessed in terms of its objectives, planning, innovativeness and benefits to the participants/University/community. Extra funding will be allocated to support activities and/or new initiatives aligning with the acronym 'CIA' as detailed below:

Community Outreach

- Outreach initiatives to foster the collaboration with secondary schools, external institutions, industries or a wider community
- Social services to contribute to the community and serve people in need.

Internationalization

- New initiatives to promote multi-cultural campus life
- Endeavors to cultivate the integration and exchanges among local, non-local and international students in out-of-classroom context.

Academic Integration

- Activities that demonstrate the application of knowledge learnt from academic and professional training in programme design and content
- Programmes that enrich students' learning experience or strengthen the positive learning culture in the University

- 3.1 If applicants submit two or more applications for a considerable subsidy in the same academic year, the level of support may be lowered accordingly.
- 3.2 It is not a must for the applicant to receive same amount of subsidy on the same/similar event. 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 applications will not be considered.
- 4.2 Applications shall be submitted on a prescribed application form which could be downloaded at the SDS website. Individual students (UGC funded students only) and registered student societies can submit applications. Funding allocation will be made according to the guidelines of Student Activity Fund and the amount of subsidy will normally not exceed 60% of the proposed budget.
- 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 SDS staff may meet with the applicant to discuss the details and the budget of the proposed activity.
- 4.6 The applicant will be informed of the result of the application in writing usually within 2 weeks after the submission of application.
- 4.7 The applicant must submit an evaluation report together with an audited income-expenditure statement, supported with 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.
- 4.8 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 the documents mentioned in 4.7. 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 each participant if subsidy for individual (UGC funded students only) is granted.
- 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. Enquiries

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

Appendix 1

Reference on Subsidy Allocations for Student Activities

Points to Note :

- *Student Development Services reserves the right to amend guidelines and subsidy percentage/amount at any time as appropriate without prior notice.*
- *The percentage and amount listed below are for reference only. It does not represent a confirmed subsidy amount.*

Programmes / Projects / Events	Subsidy Percentage / Amount
Annual dinner, High table dinner, Re-union dinner etc.	Maximum \$45 per head
Competition (local)	Maximum 30% of approved budget or \$100 per head, whichever is lower <i>(Extra funding support would be considered for large-scale competition or participant represents CityU.)</i>
Inauguration Ceremony	Maximum 30% of approved budget
Training Camp	Maximum 30% of approved budget or \$140 per head, whichever is lower
Workshop / Training / Interest Class	Maximum 20% of approved budget or \$55 per head, whichever is lower

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, SA110 LONG SHEK RD, SA1, NT
TEL: 2671 1711 FAX: 2678 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 Only
in payment of (繳付) Deposit for Overnight Camp on 20-22 Sep 13

HK\$ 9,695.00
Cheque No. Bank In Drawn on

正式收據
OFFICIAL RECEIPT
Received by

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, SA110 LONG SHEK RD, SA1, NT
TEL: 2671 1711 FAX: 2678 7226

No. 33021
Date: 23 Aug 13

Receipt from (茲收到) 香港城市大學
The sum of Hong Kong Dollars (港幣) Twenty Four Thousand Three Hundred and Thirty Three Only
in payment of (繳付) Balance of Overnight Camp on 20-22 Sep 13

HK\$ 24,333.00
Cheque No. Bank In Drawn on

正式收據
OFFICIAL RECEIPT
Received by

Sample 2

正式收據
Receipt

To: MR. CHEUNG
Number: R1M61783 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

金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: *以上機票均屬特價票，恕不適用於退換及更改。
*票款自理，來回日期及航程均不能更改。
*機位：不能計入任何機票。
*稅額：不能退換其他航空公司，不能更改行程。
*限制：所有座位均係一等位或後座機位，且每位旅客限購一張機票。
*機票附加：Confirm By Block Seat。
*機票種類：特價機票(機位) - 電子機票

Referred Invoice: I13001720
Payment Type / 付款方法: EPS

For and on Behalf of
WEE 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

MongKoh 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，來往旺角彌敦道636號及匯豐銀行中心510室
Tel: 2388 9908 Fax: 2360 1851

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

Online Flight Booking

The screenshot shows a flight booking confirmation page with the following details:

- Your Booking Number:** MXL197
- Important Information:** You will need to bring a VALID Passport when you check in. We also recommend printing this itinerary. Check your departure information before you go to the airport.
 - 30 min before departure (Check-in/Check-in/Check-in)
 - 1 hr before departure (Check-in/Check-in/Check-in)
 - 40 min before departure (Check-in/Check-in/Check-in)
 - 20 min before departure (Check-in/Check-in/Check-in)
- Your Booking Details:**
 - Booking Date: 2013-12-10 20:45:37
 - Name: [Redacted]
 - Address: [Redacted]
 - Contact number: [Redacted]
 - Email: [Redacted]
 - Passengers: [Redacted]
- Departing Flight:**
 - From: 2014-01-16 (THU) Hong Kong International Airport (HKG) 15:00
 - To: 2014-01-16 (THU) Taichung Ching Chuan Kung Airport (RMQ) 13:05
 - Flight Number: MQ182
 - Guest Name: [Redacted]
- Returning Flight:**
 - From: 2014-01-28 (TUE) Taichung Ching Chuan Kung Airport (RMQ) 11:00
 - To: 2014-01-28 (TUE) Hong Kong International Airport (HKG) 23:00
 - Flight Number: MQ193
 - Guest Name: [Redacted]
- Charges & Payments:**
 - Flights & Fees: Total HKD 5880
 - Total Tax/Service/PRD: 3920
 - Payments: Date: 2013-12-10, Total HKD 9800
- Important Information:** For complete information on our Please note that your booking is non-refundable. Details Policy please see these sections at [Redacted]. You may check the rate and/or fare of your tickets for a fee, plus any fare differences. For complete details, please see the [Redacted].
- FAQ's**

Online Accommodation Booking

The screenshot shows an accommodation booking confirmation page with the following details:

- 訂房確認的住宿憑証** (Accommodation Booking Confirmation)
- 先生/小姐 您好:** 您的訂房已成功，您的訂單確認編號為 [Redacted]，以下為您完整的訂房資料，入住時，請列印本住宿憑証，您也可以從「旅人的帳戶」查詢您訂房的相關記錄。
- 訂房之民宿:**

訂單編號	訂房日期	房型	電話	地址
TR20140119000004	2014-01-18	新合豐(NTS)	08-8750300	屏東縣林邊鄉崎仔寮村裕隆路90號 (位於東港，非墾丁地區)
- 住宿詳情:**

海韻十二人房	入住日期	訂房數	加床	付款	金額
海韻十二人房	2014-01-19(日)	1 間	0 人	信用卡/自付額	NT\$ 5,000- NT\$0-
海韻十二人房	2014-01-20(一)	1 間	0 人	信用卡/自付額	NT\$ 5,000- NT\$0-
海韻十二人房	2014-01-21(二)	1 間	0 人	信用卡/自付額	NT\$ 5,000- NT\$0-
海韻十二人房	2014-01-23(三)	1 間	0 人	信用卡/自付額	NT\$ 5,000- NT\$0-
海韻十二人房	2014-01-24(四)	1 間	0 人	信用卡/自付額	NT\$ 5,000- NT\$0-