



**Application for Use of Conference and Research Related Travel Allowance  
(Applicable to Hong Kong PhD Fellowship Recipients only) (HKPFS08)**

Notes:

1. **Please read the attached Guidelines carefully before completing this form.**
2. Research students who are Hong Kong PhD Fellowship (HKPF) recipients are eligible to apply for “Conference and Research Related Travel Allowance of Hong Kong PhD Fellowship Scheme”, “SGS’s Conference Grant” and “SGS’s Research Activities Funds” to undertake conference and research related activities. Recipients who wish to apply for financial support to undertake this kind of activities should complete the following form(s):
  - a. For attendance in conference: this form only.
  - b. For undertaking research related activities outside Hong Kong: (1) this form and (2) “Application for Research Activities Funds and Study Leave (SGS14)”.
3. Please note that the financial support does not support students attending conferences or research related activities through participation in tour packages (which normally cover transportation, accommodation, meals and sight-seeing activities).
4. Inter-city transportation (i.e. from the airport to another city that the conference is held and vice versa) is allowed in the return passage. However, the grant supports the cost of one return passage by the most direct and economical means available. Change of itinerary without prior approval of SGS is not allowed.
5. The cost of a return passage and the subsistence allowance supported by the travel allowance do not apply to local conferences.
6. If the available balance of the travel allowance is not enough to cover the total expense of the conference, students will be considered for SGS’s Conference Grant, and the total approved amount up the maximum value of HK\$10,000 will be calculated according to prevailing funding provision of SGS’s Conference Grant as stipulated in the attached “Guidelines for the Award of Conference Grants”. The funding support will come from two sources: (i) firstly from the available balance of travel allowance of the student concerned, and (ii) secondly from SGS’s Conference Grant.
7. **Students are allowed to arrive the conference location 1 day before and to leave the location 1 day after according to the conference period. For longer stay, students are required to obtain approval of vacation leave from their supervisor.**

**Section A Application Details** (\* Please delete as appropriate)

1. **Applicant’s Particulars**

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_  
 Commencement Date: \_\_\_\_\_ School/Department: \_\_\_\_\_  
 Stipulated Study End Date: \_\_\_\_\_ Phone No.: \_\_\_\_\_

2. **Balance of Conference and Research Related Travel Allowance (SFA ID 610)**

Travel Allowance Entitled (at the time of conference/activities held) (HK\$)#		Cumulative Pay Amount (HK\$)^		Available Balance (HK\$)
	-		=	

# “Travel Allowance Entitled” is determined by student’s year of study x HK\$10,000 up to a maximum of HK\$30,000.

^ Please obtain this information from AIMS (Personal Information → Scholarship and Financial Aid Records).

3. **Financial Support for Proposed Activity** [Please tick the appropriate box]

3.1 **For Attendance in Academic Conference**

3.1.1 **Conference Details**

Title of Conference: \_\_\_\_\_

Date of Conference: From \_\_\_\_\_ to \_\_\_\_\_ Conference Place: Overseas/Local\*

Venue/Country of the Conference (Full address): \_\_\_\_\_

Presenting a Paper: Yes/No\* Mode of Presentation: Oral/Poster\* (For others, please specify: \_\_\_\_\_)

Title of the Paper: \_\_\_\_\_

Please state the relevance of this Conference to your research:

3.1.2 **Budget Estimate for conference expenses**

If an air ticket-hotel package will be purchased for attending the conference, please complete both “Budget Estimate I” and “Budget Estimate II”.

**Budget Estimate I (Compulsory): A return ticket and accommodation are to be arranged separately**

<u>Item</u>	<u>Estimated Amount (in HK\$)</u>		<u>For Office Use</u>	
	<u>Name of Airline/Company</u>	<u>Estimated Cost</u>	<u>SGS's Conf. Grant</u>	<u>Travel Allowance</u>
(a) Cost of one return passage by the most economical means available (for overseas conference only)	i.			
	ii.			
(b) Conference registration fee (Currency: _____; Amt: _____; HKD exchange rate: _____)	HK\$			
(c) Subsistence allowance (for overseas conference only) ( _____ night(s), for the period of _____ - _____ )	SGS's Conf. Grant (\$300/night up to \$1,000)	Travel Allowance (\$1,000/night)		
Total:				

**Budget Estimate II (Optional): An air ticket-hotel package**

For students who would like to purchase an air ticket-hotel package for attending the conference or research related activity, please note that:

- (i) It must be proved that the cost of an air ticket-hotel package is cheaper than the total sum of items (a) – a return passage and (c) – subsistence allowance mentioned above. Students are required to complete both Budget Estimates I and II, and attach the quotations and other supporting documents.
- (ii) Such cases will be considered on a case-by-case basis, and if approved, no subsistence allowance will be provided.

<u>Item</u>	<u>Estimated Amount (in HK\$)</u>		<u>For Office Use</u>	
	Name of Travel Agency/Company	Estimated Cost	SGS's Conf. Grant	Travel Allowance
(d) Cost of an air ticket-hotel package by the most economical means available	i.			
	ii.			
	HK\$			
(e) Conference registration fee (Currency: _____; Amt: _____; HKD exchange rate: _____)	HK\$			
Total:				

3.1.3 **Other Financial Support Received/Currently Applied For**

I have not applied for or received any other financial support to attend the conference concerned.

I have applied/am applying for\* other financial support to attend the conference concerned. Details are as below:

Organization: \_\_\_\_\_ Amount: \_\_\_\_\_

I have received other financial support to attend the conference concerned. Details are as below:

Organization: \_\_\_\_\_ Amount: \_\_\_\_\_

Other Details/Conditions: \_\_\_\_\_

3.2 **For Undertaking Research Related Activities Outside Hong Kong**

Please attach completed form of “Application for Research Activities Funds and Study Leave (SGS14)” together with required supporting documents and this application. These forms are obtainable from the SGS website: <http://www.cityu.edu.hk/sgs/rpg/student>.

3.2.1 **Budget Estimate for transportation expenses for undertaking research related activities**

*(A return ticket and accommodation are to be arranged separately)*

<u>Item</u>	<u>Estimated Amount (in HK\$)</u>		<u>For Office Use</u>	
	Name of Airline/Company	Estimated Cost		
(a) Cost of one return passage by the most economical means available	i.			
	ii.			
	Total:			

4. **List of Document(s) Required**

Please attach a copy of the following document(s) to this application. Applications with incomplete supporting document(s) will not be processed. Document(s) submitted are not returnable:

**For attendance in conference**

- (a) conference programme;
- (b) letter of acceptance/invitation for paper presentation at the conference;
- (c) abstract of the paper to be presented;
- (d) quotations on the cost of one return passage from at least two different airlines/companies stated;
- (e) proof of conference registration fee; and
- (f) proof of approved vacation leave if arriving the conference location 2 days (or more) before or leaving the location 2 days (or more) after with reference to the conference period.

**For undertaking research related activities outside Hong Kong**

- (a) a completed "Application for Research Activities Funds and Study Leave (SGS14)" together with required supporting documents as stipulated in the SGS14 form; and
- (b) quotations on the cost of one return passage from at least two different airlines/companies stated.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Section B Recommendation of Supervisor (\* Please delete as appropriate)**

1. I **recommend/do not recommend**\* the student to attend the aforesaid research related activity.
2. (For attendance in conference only) I confirm that the student will be asked to present a seminar in the School/Department **before/after**\* the Conference.

Please state reasons for **supporting/not supporting**\* the student's application: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Section C Recommendation of School Dean/Department Head (\* Please delete as appropriate)**

I **endorse/do not endorse**\* this application.

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

School Dean/Department Head

Date: \_\_\_\_\_

*Please forward this form to Chow Yei Ching School of Graduate Studies for approval arrangement.*

**For SGS Use:**

Year of study: \_\_\_\_\_ Eligible for travel allowance: Yes/No\* (Available balance: HK\$ \_\_\_\_\_)

Funding allocation:  Travel allowance [SFAID: 610] (HK\$ \_\_\_\_\_);  
 SGS's conference grant [SFAID: 397] (HK\$ \_\_\_\_\_).

**For attendance in conference only**

No. of grants previously received: \_\_\_\_\_ (Full: \_\_\_\_\_; Partial: \_\_\_\_\_)

Date of Last Conference: \_\_\_\_\_ - \_\_\_\_\_ Eligible for conference grant: Yes/No\*

## **Guidelines for the Conference and Research Related Travel Allowance of Hong Kong PhD Fellowship Scheme**

### **Background**

1. According to the “Terms and Conditions” of Hong Kong PhD Fellowship (HKPF) Scheme, each awardee will be given a conference and research related travel allowance (hereafter referred as “travel allowance”) of HK\$10,000 per year for a period up to three years. The eligibility and disbursement of the research related travel allowance are subject to the prevailing practice and policy of the institution concerned.
2. Each HKPF recipient is eligible to use conference and research related travel allowance of HK\$10,000 every year. The unused amount may be carried forward to the later years of study.
3. HKPF recipients are encouraged to maximize the use of the travel allowance in attending overseas conference and to undertake research related activities outside Hong Kong during their study at the University and observe the following guidelines for use of the travel allowance in attending conference/undertaking research related activities.

### **For Attendance in Academic Conference**

#### *Eligibility*

4. HKPF recipients applying for financial support for attending conference should normally satisfy all of the following criteria:
  - (a) be within their stipulated study period at the time of conference held; and
  - (b) will present a paper or poster at the conference.

#### *Funding Provision*

5. The travel allowance for attending conference shall cover:
  - (a) 100% of the cost of one return passage by the most direct and economical means available;
  - (b) subsistence allowance of HK\$1,000 per night on reimbursement basis during the conference period; and
  - (c) 100% of conference registration fee.
6. Items 5(a) and 5(b) do not apply to local conferences.
7. The maximum value is up to the available balance of travel allowance.
8. If the travel allowance is not enough to cover the total expense of the conference, students may apply for SGS’s Conference Grant, and the total approved amount up to the maximum value of HK\$10,000 will be calculated according to prevailing funding provision and conditions of SGS’s Conference Grant as stipulated in “Guidelines for the Award of Conference Grants”. The funding in support of the conference will come from two sources: (i) firstly from the available balance of travel allowance of the student concerned, and (ii) secondly from SGS’s Conference Grant.

#### *Conditions*

9. Students are required to present a seminar in the Department, preferably before attending the conference, or, if that is not possible, soon after returning from the conference. The topic for the seminar could be the same as the topic of the paper to be presented at the conference for which the grant is made.

10. The approval on the use of the travel allowance is conditional upon the student continuing to be a registered student at the University at the time the conference is held.
11. The travel allowance approved only applies to the specific conference and cannot be used for other purposes.

### **For Undertaking Research-related Activities Outside Hong Kong**

#### *Eligibility and Funding Provision*

12. HKPF recipients who have been approved to take study leave and to undertake research related activities outside Hong Kong using SGS's Research Activities Fund are allowed to apply for the travel allowance to support 100% of the cost of one return passage by the most direct and economical means available for the same activity, up to the maximum available balance of travel allowance, whichever is lower.

### **Reimbursement Arrangement**

13. Payment of the travel allowance will be made on reimbursement basis. Unspent balance will be carried forward to the next year of study until the end of candidature. Students are required to submit the following documents to the Chow Yei Ching School of Graduate Studies within two months after the conference/activity:
  - (a) Original receipts of disbursed items; and
  - (b) A written report as specified below:
    - (i) Conference Report (SGS13R) (for conference attendance); or
    - (ii) Research Activities Fund Report (SGS14R) (for research related activities).

### **Application Procedures**

14. Applications should be made on the following form(s), which is obtainable from the Chow Yei Ching School of Graduate Studies or can be downloaded from the School's website (<http://www.cityu.edu.hk/sgs/>):
  - (a) Application for Use of Conference and Research Related Travel Allowance (HKPFS08); and
  - (b) Additional forms (for research related activities only):-
    - (i) Application for Research Activities Funds and Study Leave (SGS14); and
    - (ii) Application for Study Leave (SGS06).

## **Guidelines for the Award of Conference Grants**

### **Purpose**

1. The Conference Grant is intended to subsidise research students to participate in academic conferences in order to help widen their academic exposure and strengthen their research writing and presentation skills.

### **Eligibility**

2. Research students applying for a grant should normally satisfy all of the following criteria:
  - (a) being a UGC-allocated or UGC-related research students;
  - (b) have completed at least twelve calendar months of study counting from the commencement date of study up to the starting date of the award period (excluding period of study interruption, if any) one full year of MPhil/PhD candidature;
  - (c) have not received a Conference Grant before (see also para. 3 below);
  - (d) will present a paper or poster at the conference.
3. It is the intention that a student should be given one Conference Grant during the course of his or her candidature. Nevertheless, a student who has previously been awarded a grant may still apply, and the application will be considered if the conference is highly relevant to the student's study and funds are available.

### **Value**

4. The maximum value of a grant is HK\$10,000.
5. The grant is intended to cover the following items:
  - (a) 90% of the cost of one return passage by the most economical means available;
  - (b) subsistence allowance (HK\$300 per night subject to a maximum amount of HK\$1,000);
  - (c) 90% of the conference registration fee.
6. Items 5(a) and 5(b) do not apply to local conferences.

### **Conditions**

7. Students are required to present a seminar in the Department, preferably before attending the conference, or, if that is not possible, soon after returning from the conference. The topic for the seminar could be the same as the topic of the paper to be presented at the conference for which the grant is made.
8. The award of the grant is conditional upon the student continuing to be a registered student at the University at the time the conference is held.
9. The grant approved only applies to the specific conference and cannot be used for other purposes.

### **Conference Report and Claims for Reimbursement**

10. After the conference, students should submit a conference report (Form SGS13R), together with the following documents, to the Chow Yei Ching School of Graduate Studies within two months from the end date of the conference:
  - (a) original copy of relevant receipts;
  - (b) a copy of the conference paper.
11. Financial support is granted on a reimbursement basis upon receipt of the documents specified above.

### **Application Procedures**

12. Applications should be made on Form SGS13, which is obtainable from the Chow Yei Ching School of Graduate Studies or can be downloaded from the School's Website (<http://www.cityu.edu.hk/sgs/>). Completed forms should be returned to the School via the supervisor and Head of Department.

