

Conference Report (SGS13R)

Notes:

1. This conference report should be completed and submitted to the Chow Yei Ching School of Graduate Studies within two months from the end date of the conference.
2. Reimbursement of the conference expenses will be processed upon the presentation of documents required in Section A.6 and will be made directly to the student's bank account as listed in the Scholarship and Financial Aid under AIMS. For students who have not provided their bank account information before or would like to change their bank account for receiving Scholarship/Financial Aid payments, please fill in a "Scholarship and Financial Aid - Bank Account Information Form" (obtainable at SGS) and attach the completed form to this Conference Report.

Section A (To be completed by the Awardee) (* Please delete as appropriate)

1. Personal Particulars

Name: _____ Student No.: _____
 School/Department: _____ Programme: MPhil/PhD* Mode of Study: FT/PT*
 Contact Phone No.: _____ Source of Funding: UGC-funded/Institutional-funded*
 Are you a Hong Kong PhD Fellowship (HKPF) recipient? Yes No

2. Reimbursement of Expenses Incurred

Item	Expenses Incurred		For FO Use	
	Currency	Amount	SGS's Conf. grant	Travel allowance@
a. Cost of <u>one return passage / air ticket-hotel package*</u> (for overseas conference only)				
b. Conference registration fee				
c. Subsistence allowance (for overseas conferences only, and not applicable if an air ticket-hotel package was purchased) (___ night(s), for the period of _____ - _____)	SGS's Conf. grant (\$300/night, up to \$1,000)			
	Travel Allowance@ (\$1,000/night)			
Total amount:				

@ Applicable to Hong Kong PhD Fellowship recipient only

3. Conference Details

Date of Conference: From _____ to _____
 Title of Conference: _____
 Title of the paper: _____

4. Seminar Presentation

According to the condition for the award of the grant, I have delivered a seminar in the School/Department, with details as follows:

Date of Presentation: _____
 Topic: _____

5. **Conference Report**

Please give a brief assessment on the value and the usefulness of the conference to your research (not less than 200 words) (use separate sheets if necessary):

6. **List of Supporting Document(s) Required**

Please attach the following document(s) to facilitate our processing. Applications with incomplete supporting document(s) will not be processed. Document(s) submitted are not returnable:

- (a) A copy of the approval on conference grant
- (b) Copies of conference information:
 - paper(s) presented at the conference; and
 - conference programme.
- (c) **Original receipts** for:
 - the cost of one return passage and the itinerary by the most economical means available or air ticket-hotel package;
 - boarding passes;
 - conference registration fee; and
 - accommodation expenses for the period of the conference.

Signature: _____ Date: _____

Section B (To be completed by the Supervisor)

For supervisors who will provide support on the expenses in attending conference using their research projects, it is recommended to attach relevant documents (e.g. Memo to FO) together with this form, if available, to facilitate FO's processing.

I confirm that the student has delivered a seminar in the School/Department as stated in Section A.4.

Other comments, if any: _____

Name of Supervisor

Signature

Date

Please forward this form to Chow Yei Ching School of Graduate Studies for processing.

For internal use only

Membership release

To: FO

The student has fulfilled the requirements for claiming the financial support. Please check the receipts attached and arrange for reimbursement through:

Provider	SFAID(s)	Appr. Amt (HK\$)	
		Original	Revised
<input type="checkbox"/> SGS	<input type="checkbox"/> 397 (UGC) <input type="checkbox"/> 767 (non-UGC)		
<input type="checkbox"/> Col/Sch/Dept	<input type="checkbox"/> 861 (non-UGC)		
<input type="checkbox"/> Supervisor	<input type="checkbox"/> 859 (UGC-related) <input type="checkbox"/> 860 (External)		
<input type="checkbox"/> HKPF#	<input type="checkbox"/> 610 (Travel Allowance)		

	Checked by	
	CO	EO
Name		
Ext.		
Date		

Please exhaust funding from Travel Allowance first.

* For institutional-funded students, the 1st grant is to be funded by SGS and the 2nd by Col/Sch/Dept/Supervisor.