**Technology Start-up Support Scheme for Universities (TSSSU)**

**Annex B**

**Reimbursement Request for the 20\_\_-\_\_\_ Government Financial Year**

**NOTES**

1. Please use a separate reimbursement request form for each start-up.
2. Sections A and B should be completed by the person-in-charge of the funded start-up. Section C should be completed by the Head of the respective university unit responsible for TSSSU, and Section D should be completed by the Finance Office of the respective university.
3. The information provided in this Reimbursement Request will be kept in confidence. It may however be disclosed to other Government departments or third parties in Hong Kong, if such disclosure is necessary for the purposes of processing the request or required by law. The submission of the Reimbursement Request denotes that the start-up concerned and the university unit responsible for TSSSU have given explicit consent to such disclosure.
4. The Commissioner for Innovation and Technology (CIT), any authorised person acting on behalf of the Government and the Director of Audit (D of A) will have unhindered access to the books of accounts and records when conducting financial audit and inspection of such books and records at any time when such books and records are kept and have rights to obtain photocopies of such records, if necessary. CIT and D of A may at their absolute discretion request the university unit responsible for TSSSU and the start-ups to make available and/or deliver photocopies of such records to the Government at its sole costs and expenses. When so requested in this connection, the university unit responsible for TSSSU and the start-ups will be obliged to make available all books of accounts and records and explain to CIT and D of A any matters relating to the expenditure or custody of any money in relation to the funding. D of A may carry out value for money studies on the university unit responsible for TSSSU and the start-ups. CIT reserves the right to require the university unit responsible for TSSSU and the start-ups to return any mis-spent amount together with interest income accrued to the Government.

**SECTION A** (*To be completed by the person-in-charge of the funded start-up)*

Please list the expenditure items incurred by the start-up in the 20\_\_-\_\_ Government financial year. *(Please use separate sheet(s) where necessary)*

|  |  |  |
| --- | --- | --- |
| **TSSSU reference number** |  |  |
| Name of start-up |  |  |
| Name of the associated university |  |  |
| Reimbursable period |  |  |
| Amount of expenditure incurred and to be claimed under TSSSU |  | HK$ |
| *(Please provide its breakdown in the tables below)* |

1. **Manpower Expenditure**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post/ Rank** | **No. of Staff****(A)** | **Employment Period****(dd/mm/yyyy – dd/mm/yyyy)** | **Duration(man-****months)****(B)** | **Monthly Rate or Equivalent****(C)** | **Total Expenditure(A)\*(B)\*(C)** |
|  |  |  |  | HK$ | HK$ |
|  |  |  |  | HK$ | HK$ |
|  |  |  |  | HK$ | HK$ |
|  |  |  |  | HK$ | HK$ |
|  | **Total** | **HK$** |

1. **Equipment Expenditure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Equipment *(Please state purpose: new purchase/ installation/ maintenance cost)*** | **Quantity and Unit****(A)** | **Date of Purchase/ Installation/ Maintenance****(dd/mm/yyyy)** | **Unit Cost****(B)** | **Total Expenditure(A)\*(B)** |
|  |  |  | HK$ | HK$ |
|  |  |  | HK$ | HK$ |
|  |  |  | HK$ | HK$ |
|  |  |  | HK$ | HK$ |
|  | **Total** | **HK$** |

1. **Other Direct Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity and Unit****(A)** | **Unit Cost****(B)** | **Total Expenditure(A)\*(B)** |
|  |  | HK$ | HK$ |
|  |  | HK$ | HK$ |
|  |  | HK$ | HK$ |
|  |  | HK$ | HK$ |
|  | **Total** | **HK$** |

**SECTION B** (*To be completed by the person-in-charge of the funded start-up)*

*I/We* confirm that all entries in Section A–

1. were incurred by the start-up named in Section A;
2. are in line with those listed in the application form, business proposal and/or subsequent change request(s) agreed by the associated university and the Innovation and Technology Commission (ITC), as appropriate; and
3. are in line with the statement of expenditure submitted by the start-up named in Section A.

*I/We* confirm that all information provided in this request is true and correct and in compliance with the applicable and any version of the Guidelines issued by ITC and the associated university.

*I/We* confirm that the expenditure items or parts thereof listed in this request have not been funded by the Government or a Government subvented body/institution or the university or third parties.

- Chop -

|  |  |  |
| --- | --- | --- |
| Authorised Signature with Company Chop | : |  |
| Name of Person-in-charge | : |  |
| Name of Start-up | : |  |
| Date (dd/mm/yy) | : |  |

**SECTION C** (*To be completed by the Head of the respective university unit responsible for TSSSU)*

*I/We* confirm, to the best of my/our knowledge, that all entries in Section A completed by the start-up are in line with the application form, business proposal and/or subsequent change request(s) agreed by this university and ITC, as appropriate, and that they have been reflected in the statement of expenditure and the auditors’ report submitted by this start-up.

The statement of expenditure and the auditors’ report submitted by the concerned start-up are attached to this request form.

|  |  |  |
| --- | --- | --- |
| Signature | : |  |
| Name  | : |  |
| Post title | : |  |
| Tel. No. | : |  |
| E-mail  | : |  |
| Date  | : |  |

**SECTION D** *(To be completed by the Finance Office of the university)*

*I/We* confirm that the auditors’ report submitted by the concerned start-up is a clean report.

|  |  |  |
| --- | --- | --- |
| Authorised signature(s) with institution chop | : |  |
| Name(s) | : |  |
| Post Title(s) | : |  |
| Name of university | : |  |
| Tel. No. | : |  |
| E-mail | : |  |
| Date | : |  |