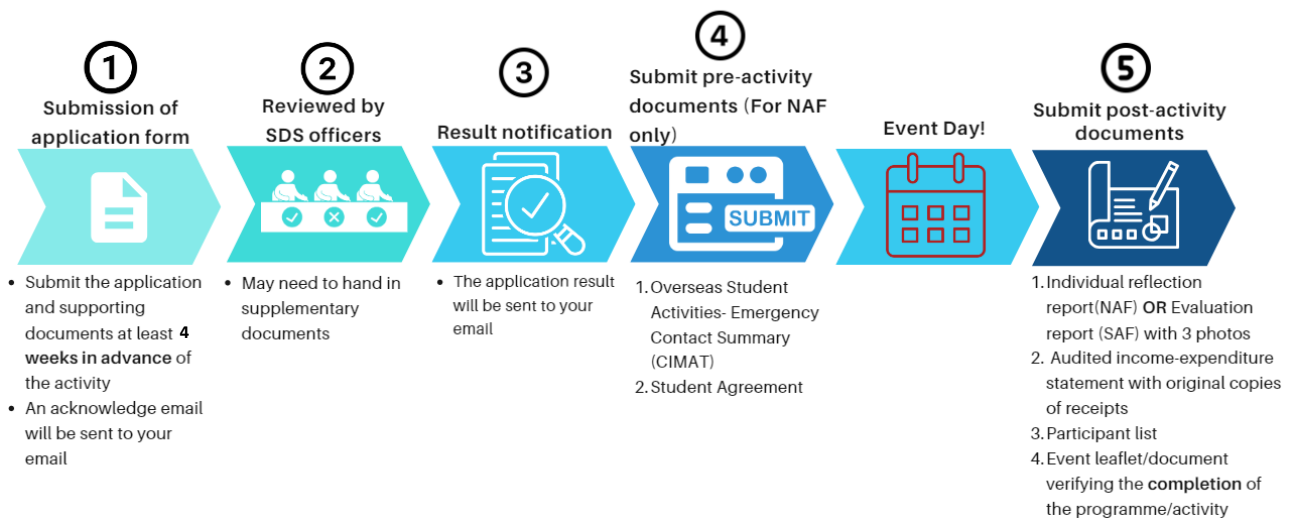


**Student Development Services**  
**Student Life and Resources Section**

**STUDENT NON-LOCAL ACTIVITY FUND**  
**Application Guidelines**

**STUDENT ACTIVITY FUND APPLICATION FLOW CHART**



**1. Purposes of the Fund**

- 1.1 To subsidise 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 To subsidise partial costs, including transportation, accommodation, boarding, registration fees, project expenses, incurred by students in overseas activities.

**2. Eligibility**

- 2.1 All full-time **UGC-funded** undergraduate 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 All registered student organisations are also eligible to apply.
- 2.3 Participation in credit-bearing programmes, university exchange programmes, internships or programmes that are part of the course requirements will **NOT** be subsidised.

### 3. Funding Strategy

- 3.1 Priority will be given to the applications when:
- applicants formally represent Hong Kong or CityUHK in overseas competitions or events;
  - applicants participate in overseas inter-college competitions or events or self-arranged study tours;
  - applicants attend overseas conferences or seminars or 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 amount of subsidy will normally not exceed 60% of the proposed budget, yet the actual amount of subsidy depends on the nature of the event, overall quality of the proposal and the availability of fund etc.; applicants in events of similar or equivalent nature may not necessarily receive the same amount of subsidy.
- 3.3.1 For inner-city transportation expenses, only those that are incurred via modes of **public transport (excluding the hire of taxis)** will be partially subsidised; in other words, no subsidy will be allocated for the hire of taxis, Ubers or private cars, unless sufficient documents are provided to support that such hire is the only reasonable means of transportation for the designated journey.
- 3.3.2 All reimbursement for meal expenses, related to student activities must comply with a maximum limit of \$90 per meal per person. Additionally, the calculation for meals should adhere to the principle of three meals per day. Receipts for meal expenses must be submitted as 'one meal at one time.' Separate purchases of food, such as coffee, fruits, or snacks, will not be counted as meals.
- 3.3.3 Students are advised to review the insurance coverage and details of the university insurance policy on the Finance Office website and to consider whether they need to purchase additional insurance for their activities. Please note that the university may not approve subsidies for insurance fees for activities that are deemed to be already covered by the university insurance.
- 3.3.4 Please visit <https://www.travelhealth.gov.hk/english/index.html> to check if specific vaccinations and prophylaxis are required for the countries you plan to visit. A subsidy may be considered if the vaccinations and prophylaxis are completed through designated Travel Health Centres or based on special recommendations by the doctor specifically for your trip.
- 3.3.5 The subsidy shall only cover the approved budget of the actual date(s) of the designated activity, including only the day before and after the activity and excluding any period of overstay, early-arrivals and/or inter-city travel for personal purposes/ interests. If the itinerary covers overstay, early-arrivals and inter-city travel for personal purposes/ interests, the applicant shall provide supplementary information on the flight costs for the original itinerary without any over-stay, early-arrivals and/or inter-city travel for assessment.
- 3.4 If applicants submit two or more applications for a subsidy in the same academic year, the amount of subsidy may be reduced accordingly.

#### 4. Application Procedures

- 4.1. Applications are open throughout the year and shall be submitted to SDS **4 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 on the SDS website. Funding will be allocated according to the guidelines of Student Non-local Activity Fund.
- 4.3. For the applications of student organisation, the applicant shall be the leader of the proposed activity or the student officer of the organisation concerned.
- 4.4. The applicant must declare if other source(s) of sponsorship/ funding are applied for the same activity.
- 4.5. Applicants should receive an acknowledgement email within 5 working days after submitting the application form. If no email is received, they should contact the SDS.
- 4.6. For any changes of the application, including the change of number of participants, itinerary, destination, and total budget etc., the applicant is required to inform SDS and seek prior approval.
- 4.7. SDS staff may meet with the applicant to discuss the details and the budget of the proposed activity.
- 4.8. An official email indicating application results and required pre and post activity documents will be sent to the email address provided in the application form.
- 4.9. Successful applicants shall complete and submit the following to SDS before the activity starts:
  - a) Student Agreement
  - b) Overseas Students Activities -Emergency Contact Summary (CIMAT)

#### 5. Supporting Documents for Applications

- 5.1 Applicants must provide the following supporting documents for different activity natures:

Activity Nature	Supporting Documents
Present or participate in overseas conference or seminar	Letter of invitation or related reference
Self-arranged study tour or interflow activity	Details of the trip including objectives, itinerary, list of participants, follow-up plan and budget

- 5.2 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.

## 6. Reimbursement Procedures and Remarks

6.1 The applicant must submit the following to SDS within **4 weeks** after the completion of the activity; otherwise, the approved subsidy will be considered forfeited:

- a) Evaluation report of the activity, including but not limited to the assessment of the process and outcomes, feedback from participants (if any), etc.\*
- b) Audited income-expenditure statement\*, supported with valid original copies of receipts\*\*
- c) Claim Declaration form, is applicable only when certification is required to confirm that all expenses have been settled among team members. It affirms that if one team member has made full payments on behalf of the group, all other members are contributing equally to reimburse that individual.
- d) At least 3 photos of the activity (\* Please note that the photos provided by you will be released in any form on CityUHK's social media and commemorative publications for the purpose of education and publicity.)
- e) Individual reflection reports of all participants (at least 1,000 words/report)
- f) Certificate, event brochure or any supporting document verifying completion or successful obtainment of relevant qualifications (if applicable; e.g., for competition, conference, etc.)
- g) Participant list

\*For registered student organisations, the audited income-expenditure statement must be signed by the President and Financial Secretary.

\*\*Please refer to Appendix 1 for details of receipts accepted for reimbursements.

6.2 The subsidy is normally paid in form of reimbursement to the applicant upon satisfactory completion and submission of all documents in 6.1.

All expenses shall first be met by fees received from the participants and other sources of income. The activity will only be subsidised when all the aforesaid income is exhausted. SDS may interview the applicant for clarification and reserves the right to amend, withhold or withdraw the subsidy upon assessment of the actual itinerary and outcomes, actual number of participants, actual income and expenses, validity of receipts and quality of the above post-activity reports.

**7. Applicants are advised to thoroughly assess their needs and carefully evaluate the associated risks when proceeding with any purchase before the final funding result being finalised. Student Development Services reserves the right to amend the application guidelines and subsidy percentage/amount at any time as appropriate without prior notice.**

## Appendix 1: Receipts Accepted for Reimbursements

- SDS reserves the right to reject any receipts that do not comply with the requirements below.
- Applicants must submit original hard copy receipts to SDS. **Invoices will not be accepted.** The submitted original receipts will not be returned; applicants should make copies for their own records if necessary.
- All receipts are required to show the company name, product name, quantity, and price of each item clearly.
- If the receipt payment is in a different currency, please specify the amount in Hong Kong dollars either on each receipt or Audited Income-Expenditure Statement.
- Applicants should stick the original receipts on A4-sized papers and assign a reference number to each receipt, and ensure that the reference numbers correspond to the Audited Income-Expenditure Statement
- For receipts printed by a cash register, applicants must photocopy them and submit the photocopies along with the originals.
- If only electronic receipts are available, applicants must print out the e-receipt and submit the hard copy which consists of the company stamp, or applicants must sign to declare that the e-receipt is the only receipt issued by the company in case no company stamp is available. Otherwise, the e-receipts **will not be accepted.**
- Only official receipts are accepted; screenshots of transactions, booking confirmations, invoices, quotations, and credit card payment slips etc.

Samples of **accepted** receipts:

Sample 1 : Original receipts stick on A4 paper	Sample 2 : Original receipt with details															
	<table border="1"> <caption>Flight Details</caption> <thead> <tr> <th>Flight</th> <th>Routing</th> <th>Date</th> <th>Flight</th> <th>Class</th> </tr> </thead> <tbody> <tr> <td>HONG KONG/TOKYO (NARITA)</td> <td></td> <td>8-AUG-13</td> <td>DL 156</td> <td>ECONOMY</td> </tr> <tr> <td>TOKYO (NARITA)/HONG KONG</td> <td></td> <td>13-AUG-13</td> <td>DL 155</td> <td>ECONOMY</td> </tr> </tbody> </table> <p>全數已包括應付稅款及服務費 Payable taxes &amp; service fee is included in full payment: <b>HKD 10,066.00</b></p> <p>Refunded Invoice: 113001720 Payment Type / 付款方法: EPS</p>	Flight	Routing	Date	Flight	Class	HONG KONG/TOKYO (NARITA)		8-AUG-13	DL 156	ECONOMY	TOKYO (NARITA)/HONG KONG		13-AUG-13	DL 155	ECONOMY
Flight	Routing	Date	Flight	Class												
HONG KONG/TOKYO (NARITA)		8-AUG-13	DL 156	ECONOMY												
TOKYO (NARITA)/HONG KONG		13-AUG-13	DL 155	ECONOMY												

Samples of **unaccepted** booking confirmations for flight/ accommodation or receipt:

1. Invoice is unaccepted

(11)



The Best Online Wine Wholesaler  
www.pineoodwine.com

OFFICE  
Unit 808-809, 8/F,  
Heng Ngai Jewelry Centre,  
4 Hok Yuen Street East  
Hung Hom, Kowloon

CONTACT DETAILS  
Tel: +852 2873 0088  
Whatsapp: +852 9639 8800  
sales@pineoodwine.com  
www.pineoodwine.com

**INVOICE**



Date: 10 Feb 2025      Order from: Pinewoodwine.com      Invoice# WO2502-0019      Order Number: #2241  
Customer Name:      Delivery Method: Yamato Ta-Q-Bin      Company:      Delivery Date: 1-2 business days, 10am-1pm  
Tel:      Tracking Number (if applicable):      Company Address:      Delivery Address:

Issued Time: 2025-02-10 9:32:42  
Prepared By: Michael Cheung

Item Code	Product	Size	Qty	Unit Price	Discounted Price	Before Levy	After Levy*
1 10218988	Chateau 1)	375ml	1	\$240.00	\$239.50	\$239.50	\$240.00
2 10218654	Chateau	375ml	1	\$320.00	\$319.50	\$319.50	\$320.00
3 10218876	Chateau 3	375ml	1	\$360.00	\$359.50	\$359.50	\$360.00
4 10218806	Chateau 5ml)	375ml	1	\$340.00	\$339.50	\$339.50	\$340.00
5 10218172_1	Chateau 1)	375ml	1	\$270.00	\$269.50	\$269.50	\$270.00
6 10218178	Chateau 1)	375ml	1	\$240.00	\$239.50	\$239.50	\$240.00

Remarks:

Sub-total	\$1,767.00	\$1,770.00
Delivery	\$0.00	
Glass Levy	\$3.00	
<b>Total</b>		<b>HK\$1,770.00</b>

- Daily cut-off time : 3pm for next business day delivery.
- Sales are on direct basis and wines delivered are non-returnable. If any complaint, breakage or shortage arises, it must be made to our company in writing/call immediately once received the goods. No complaints will be entertained afterwards.
- Payment:
  - Check** - Crossed and made payable to "Pinewood Wine Limited"
  - Bank Transfer**:
    - Beneficiary Name: Pinewood Wine Limited
    - Bank Name: Hong Kong and Shanghai Banking Corporation Ltd.
    - Swift: HSCHKHMH
    - Account no.: 817-70771-838 (HKD)
    - FPS ID: 7338353
  - Credit Card**: Visa/ Master/ AE \*\* 2.8% surcharge for credit card payment.
- Overdue payment: 2% of monthly surcharge will be imposed on the overdue amount if the balance is not settled by the due date.
- \* According to the requirements of the Producer Responsibility Scheme on Glass Beverage Containers (GPRS), starting from 1 May 2023.



For Internal Use      Bank In       FPS   
Cash       Credit Card

Thank you for shopping at www.pineoodwine.com !

2. Booking confirmation is unaccepted

