



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

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

1. Purposes of the Fund

- 1.1 To subsidize 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 subsidize partial costs, including transportation, accommodation, boarding, registration fees, project expenses, souvenirs and insurance, incurred by students in the overseas activities.

2. Eligibility

- 2.1 All full-time **UGC-funded** undergraduate and Associate Degree 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 societies 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 subsidized.

3. Funding Strategy

- 3.1 The applications shall be considered according to the following priorities:
 - applicants formally representing Hong Kong or CityU in overseas competitions or events;
 - applicants participating in overseas inter-college competitions or events or self-arranged study tours;
 - applicants attending overseas conferences or seminars or organised 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 or \$25,000 whichever is lower, yet the actual amount of subsidy depends on the nature of the event, overall quality of the proposal and the availability of fund etc.; 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 subsidized; 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 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 considerable subsidy in the same academic year, the level of support may be lowered accordingly.

4. Application Procedures

- 4.1 Applications are open throughout the year and shall be submitted to SDS **2 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 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 For any changes of the application, including the change of number of participant, itinerary, destination and total budget etc., the applicant is required to inform SDS and seek prior approval.
- 4.6 SDS staff may meet with the applicant to discuss the details and the budget of the proposed activity.
- 4.7 The applicant will usually be informed of the application result in writing within 2 weeks after the submission of application.
- 4.8 Successful applicants shall complete and submit the following to SDS **before the activity starts**:
- a) Student Agreement
 - b) Overseas Student 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, number 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) At least 3 photos of the activity
 - d) Individual reflection reports of all participants (at least 1,000 words/report)
 - e) Certificate, event brochure or any supporting document verifying completion or successful obtainment of relevant qualifications (if applicable; e.g. for competition, conference, etc.)
 - f) Participant list

*For registered student societies, documents (a) and (b) must be signed by the President and Financial Secretary with society stamp.

**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 subsidized 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.

- 6.3 For student societies, only the bank account of the Society or President and Financial Secretary will be accepted for reimbursement.

- 6.4 **Within 4 weeks** after receiving the subsidy cheque, the applicant is required to submit a signed receipt of subsidy from each participant if subsidy for individuals (UGC funded students only) is granted, or else the applicant shall email SDS to declare whether the subsidy has been distributed to all concerned participants.

7. 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

1. SDS reserves the right to reject any receipts that do not comply with the requirements below.
2. The applicant may only submit original copies of receipts with the approved amount to SDS. The submitted original copies of receipts will not be returned; applicants shall make copies for record if necessary and submit the copies to SDS for endorsement before submitting to the Students' Union.
3. All receipts are required to show the company name, product(s) name, quantity and price of each item clearly.
4. Please stick the original receipts on A4 sized papers and assign a reference number to each receipt.
5. For receipts printed by a cash register, please photocopy them and submit them with the originals.
6. If only electronic receipts are available, such receipts must include the company stamp; without the company stamp, the applicant has to sign to declare that the e-receipt is the only receipt issued by the company. Otherwise, the e-receipts will not be accepted.
7. Only official receipts are accepted; samples below are for reference only :

COMMUNITY SPORTS LTD.
 萬能運動村有限公司
 香港上水馬房街萬能運動村
 COMMUNITY SPORTS LTD. 100, THE CENTRAL BUILDING
 TEL: 3871 1711 FAX: 2679 7228

Receipt form (正式收據) 香港城市大學
 The sum of Hong Kong Dollars (港幣) Nine Thousand Six Hundred and Ninety Five and 36/100
 in payment of (備付) Airport Bus Charge on 20-22 Sep 13
 HK\$ 9,195.36
 Cheque No. Bank In Direct on

COMMUNITY SPORTS LTD.
 萬能運動村有限公司
 香港上水馬房街萬能運動村
 COMMUNITY SPORTS LTD. 100, THE CENTRAL BUILDING
 TEL: 3871 1711 FAX: 2679 7228

Receipt form (正式收據) 香港城市大學
 The sum of Hong Kong Dollars (港幣) Thirty Four Thousand Five Hundred and Thirty Three and 33/100
 in payment of (備付) Balance of Airport Bus on 20-22 Sep 13
 HK\$ 34,533.36
 Cheque No. Bank In Direct on

Sample 2

正式收據
Receipt

To: MR.CHEUNG
 Number: R13001703 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

全數已包括機付稅款及服務費 Payable taxes & service fee is included in full payment: HKD 21,000.00

Conditions
 *以上機票已經確定，所付的金額概不能退款。
 *使用日期：來回日期及航程均不能更改
 *限制：不能計換飛行地點
 *限制：不能轉機，不能轉乘其他航空公司，不能更改行程
 *限制：不能換票或轉讓他人使用
 *限制：所有票務必須一併結算(機票手續及服務費一併結算)否則不可結一
 *機票類別：Confirms by Book-On-Sale
 *機票種類：特價(經濟客艙)、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正確無誤
 Customer Signature / 顧客簽署

MonaKoh Wing Linn 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 - 休息(旺角彌敦道634號永隆銀行中心510室)
 Tel: 2388 9908 Fax: 2300 1881

8. Electronic screenshots of transactions, booking confirmations, reservation and credit card payment slips etc. will **NOT** be accepted.

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

