

## Conference Report (SGS13R)

### Important Notes:

- Please ensure that all regulations are strictly followed and that all supporting documents are provided in accordance with the approved content of the Conference Grant application (SGS13). **Reimbursement will be unavailable for any modifications made after submission or without essential documentation.**
- Reimbursement for conference expenses requires a complete conference report with all Section A.6 documents submitted to the Chow Yei Ching School of Graduate Studies (SGS) **within two months** of the conference end date. **Reimbursement will be unavailable for late or incomplete reports.**
- Payment will be made directly to the student's bank account as listed in the Scholarship and Financial Aid under AIMS<sup>1</sup>.

### **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\* Source of Funding: UGC-funded/Institutional-funded\*  
 Email: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Are you a Hong Kong PhD Fellowship (HKPFS) recipient? ☐ Yes ☐ No  
 Are you a CityUHK Presidential Research Award (CPRA) Scheme recipient? ☐ Yes ☐ No

#### 2. Reimbursement of Expenses Incurred

| <u>Item</u>   |  | <u>Expenses Incurred</u>                             |        | <u>For FO Use</u> |                   |
|---------------|--|--|--------|-------------------|-------------------|
|               |  | Currency   | Amount | SGS's Conf. grant | Travel allowance@ |
| a.            | Cost of one return passage <sup>2</sup>  |  |        |                   |                   |
| b.            | Conference registration fee  |  |        |                   |                   |
| c.            | Subsistence allowance <sup>3</sup><br>( ____ night(s), for the period of<br>_____ - _____) | SGS's Conf. grant<br>(\$300/night,<br>up to \$1,000) |        |                   |                   |
|               |  | Travel Allowance for<br>HKPFS<br>(\$1,000/night)     |        |                   |                   |
| Total amount: |  |  |        |                   |                   |

#### 3. Conference Details

Date of Conference: From \_\_\_\_\_ to \_\_\_\_\_  
 Title of Conference: \_\_\_\_\_  
 \_\_\_\_\_  
 Title of the paper: \_\_\_\_\_  
 \_\_\_\_\_

<sup>1</sup> Changes for bank account can be done directly in AIMS.

<sup>2</sup> For non-local conference only

<sup>3</sup> For non-local conference only, and not applicable if an air ticket-hotel package was purchased.

#### 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: \_\_\_\_\_

| To be Completed by Student                 |           |                      |                     |                |                |                  |                         |           |  |   |  |  |  |
|--|-----------|----------------------|---------------------|----------------|----------------|------------------|-------------------------|-----------|--|---|--|--|--|
|  |           | Student Name:        |                     |                |                |                  |                         |           |  |   |  |  |  |
|  |           | Student ID:          |                     |                |                |                  |                         |           |  |   |  |  |  |
| Air Fare (Please sort by Period From)      |           |                      |                     |                |                |                  |                         |           |  | Please attach Supporting Documents and Payment Evidence   |  |  |  |
| Item                                       | Date      | Description          | Single / Round Trip | Departure from | Destination    | Foreign Currency | Foreign Currency Amount | Exch Rate | HKD Amount or Equivalent to HKD (provide Ex Rate supporting) | Receipt / Invoice (Invoice must be indicated "PAID". Otherwise, it should be supported by payment evidence) | Online Payment Evidence (e.g. 1. Taobao transaction record + Alipay transaction record; or | Online Payment Evidence (2. If paid by credit card, please provide the credit card statement for payment the exact HKD to you) |  |
| 1  | 11-Sep-22 | Air Fare             | Single              | Hong Kong      | Tokyo          | HKD              |                         |           | 5,000.00   | ✓   |  |  |  |
| 2  | 18-Sep-22 | Air Fare             | Single              | Tokyo          | Hong Kong      | HKD              |                         |           | 5,000.00   | ✓   |  |  |  |
|  |           |                      |                     |                |                |                  |                         |           | Air Fare Total   | 10,000.00   |  |  |  |
| Accommodation (Please sort by Period From) |           |                      |                     |                |                |                  |                         |           |  | Please attach Supporting Documents and Payment Evidence   |  |  |  |
| Item                                       | Date      | Description          | Location            | Check-in Date  | Check-out Date | Foreign Currency | Foreign Currency Amount | Exch Rate | HKD Amount or Equivalent to HKD (provide Ex Rate supporting) | Receipt / Invoice (Invoice must be indicated "PAID". Otherwise, it should be supported by payment evidence) | Online Payment Evidence (e.g. 1. Taobao transaction record + Alipay transaction record; or | Online Payment Evidence (2. If paid by credit card, please provide the credit card statement for payment the exact HKD to you) |  |
| 1  | 11-Sep-22 | Hotel for Conference | Tokyo, Japan        | 11-Sep-22      | 15-Sep-22      | JPY              | 10,000.00               | 0.056     | 560.00   | ✓   | ✓  |  |  |
| 2  | 16-Sep-22 | Hotel for Conference | Tokyo, Japan        | 16-Sep-22      | 18-Sep-22      | HKD              |                         |           | 1,000.00   | ✓   |  |  |  |
|  |           |                      |                     |                |                |                  |                         |           | Accommodation Total  | 1,560.00  |  |  |  |

### To be Completed by Student

|                      |  |
|----------------------|--|
| <b>Student Name:</b> |  |
| <b>Student ID:</b>   |  |

[illegible]

## Air Fare Total

[illegible]

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:

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | A copy of the approval of the conference grant   |
| <input type="checkbox"/> | Conference programme with your presentation section indicated  |
| <input type="checkbox"/> | Record of the approved Academic Conference Presentation at CityUHK Scholars <sup>4</sup> .   |
| <input type="checkbox"/> | <b><u>Original</u></b> boarding passes   |
| <input type="checkbox"/> | <b><u>Original receipts</u></b> for: <ul style="list-style-type: none"><li>• the cost of one return passage and the itinerary by the most economical means available;</li><li>• conference registration fee; and</li><li>• accommodation expenses for the period of the conference.</li></ul>  |
| <input type="checkbox"/> | <b><u>Payment evidence</u></b> for the following items, along with the bank statement or online transaction record: <ul style="list-style-type: none"><li>• the cost of one return passage and the itinerary by the most economical means available;</li><li>• conference registration fee; and</li><li>• accommodation expenses for the period of the conference.</li></ul> |

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

***Please forward this form and documents to the Supervisor for recommendation and submission to SGS via your School/Department.***

**Section B Recommendation of 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 on \_\_\_\_\_ in Section A.4.

Other comments, if any: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Please submit this form and the documents to the School/Department.***

<sup>4</sup> Please visit CityUHK Scholars' website: <https://libguides.library.cityu.edu.hk/cityuscholars1/home> for reference.

**Section C Endorsement by School Dean/Department Head (\* Please delete as appropriate)**

I **endorse/do not endorse**\* the supervisor's recommendation stated above.

Other comments, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

☐ I **confirm** that the student has delivered a seminar in the School/Department as stated on \_\_\_\_\_ in Section A.4.

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

School Dean/Department Head

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

*Please forward this form and the documents to SGS for processing via the School/Department.*

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\$) |         | Checked by |    |    |
|---------------------------------------|---|------------------|---------|------------|----|----|
|                                       |   | Original         | Revised |            | AA | AO |
| <input type="checkbox"/> SGS          | <input type="checkbox"/> 397 (UGC) <input type="checkbox"/> 767 (non-UGC)   |                  |         | Name       |    |    |
| <input type="checkbox"/> Col/Sch/Dept | <input type="checkbox"/> 861 (non-UGC)  |                  |         | Ext.       |    |    |
| <input type="checkbox"/> Supervisor   | <input type="checkbox"/> 859 (UGC-related) <input type="checkbox"/> 860 (External)  |                  |         | Date       |    |    |
| <input type="checkbox"/> HKPFS        | <input type="checkbox"/> #610 (Travel Allowance)  |                  |         |            |    |    |
|                                       | <input type="checkbox"/> 1411 (HKPFS Additional Conference and Research Related Allowance)  |                  |         |            |    |    |
|                                       | Poster Conference: HK\$4,000 per conference/<br>Oral Conference: HK\$8,000 per conference/<br>Prestigious Conference Award: HK\$10,000 per conference |                  |         |            |    |    |
| <input type="checkbox"/> PPS          | <input type="checkbox"/> 1435 (Assistantship for Conference Grant)  |                  |         |            |    |    |
| <input type="checkbox"/> CPRA         | <input type="checkbox"/> 767 (non-UGC)  |                  |         |            |    |    |

# Please exhaust funding from Travel Allowance first.