

Conference Report (SGS13R)

Important Notes:

1. 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.**
2. 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.**
3. Payment will be made directly to the student's bank account as listed in the Scholarship and Financial Aid under AIMS¹.

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

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

3. Conference Details

Date of Conference: From _____ to _____

Title of Conference: _____

Title of the paper: _____

¹ Changes for bank account can be done directly in AIMS.

² For non-local conference only

³ 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 Total

Accommodation Total

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 copy of the approval of the conference grant

Conference programme with your presentation section indicated

Record of the approved Academic Conference Presentation at CityUHK Scholars⁴.

Original boarding passes

Original receipts for:

- the cost of one return passage and the itinerary by the most economical means available;
- conference registration fee; and
- accommodation expenses for the period of the conference.

Payment evidence for the following items, along with the bank statement or online transaction record:

- the cost of one return passage and the itinerary by the most economical means available;
- conference registration fee; and
- accommodation expenses for the period of the conference.

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

Signatures

Page 1

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

⁴ 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)				
<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/ Oral Conference: HK\$8,000 per conference/ Prestigious Conference Award: HK\$10,000 per conference			Date	
<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.