

Conference Report (SGS13R)

Notes:

- This conference report should be completed and submitted to the Chow Yei Ching School of Graduate Studies within two months from the end date of the conference.
- Reimbursement of the conference expenses will be processed upon the presentation of documents required in Section A.6 and will be made directly to the student's bank account as listed in the Scholarship and Financial Aid under AIMS. For students who have not provided their bank account information before or would like to change their bank account for receiving Scholarship/Financial Aid payments, please fill in a "Scholarship and Financial Aid - Bank Account Information Form" (obtainable at SGS) and attach the completed form to this Conference Report.

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*

Contact Phone No.: _____ Source of Funding: UGC-funded/Institutional-funded*

Are you a Hong Kong PhD Fellowship (HKPF) recipient? Yes No

Are you a Presidential PhD Scholarship (PPS) 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 <u>one return passage / air ticket-hotel package*</u> (for overseas conference only)				
b. Conference registration fee				
c. Subsistence allowance (for overseas conferences only, and not applicable if an air ticket-hotel package was purchased) (___ night(s), for the period of _____ - _____)	SGS's Conf. grant (\$300/night, up to \$1,000)			
	Travel Allowance@ (\$1,000/night)			
Total amount:				

@ Applicable to Hong Kong PhD Fellowship recipient only

3. **Conference Details**

Date of Conference: From _____ to _____

Title of Conference: _____

Title of the paper: _____

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 Equi to HKD (provide Ex Rate supporting)	Receipt / Invoice (Invoice must be indicated "PAD". Otherwise, it should be supported by payment evidence)	Online Payment Evidence (e.g. 1. Taobao transaction record + Allpay 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 Equi to HKD (provide Ex Rate supporting)	Receipt / Invoice (Invoice must be indicated "PAD". Otherwise, it should be supported by payment evidence)	Online Payment Evidence (e.g. 1. Taobao transaction record + Allpay 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

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 Equi 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												
2												
							Air Fare Total					

=====

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 Equi 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												
2												

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) A copy of the approval on conference grant
- (b) Copies of conference information:
 - paper(s) presented at the conference; and
 - conference programme.
- (c) **Original receipts** for:
 - the cost of one return passage and the itinerary by the most economical means available or air ticket-hotel package;
 - boarding passes;
 - conference registration fee; and
 - accommodation expenses for the period of the conference.

Signature: _____ Date: _____

Section B (To be completed by 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 in Section A.4.

Other comments, if any: _____

Name of Supervisor

Signature

Date

Please forward this form to Chow Yei Ching School of Graduate Studies for processing.

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\$)	
		Original	Revised
<input type="checkbox"/> SGS	<input type="checkbox"/> 397 (UGC) <input type="checkbox"/> 767 (non-UGC)		
<input type="checkbox"/> Col/Sch/Dept	<input type="checkbox"/> 861 (non-UGC)		
<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		
<input type="checkbox"/> PPS	<input type="checkbox"/> 1435 (Assistantship for Conference Grant)		

Checked by		
	CO	EO
Name		
Ext.		
Date		

Please exhaust funding from Travel Allowance first.

* For institutional-funded students, the 1st grant is to be funded by SGS and the 2nd by Col/Sch/Dept/Supervisor.

N:\SGS Forms\SGS13R_Conference Report (Nov 2022)