

**THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY
FINANCE OFFICE**

Travel Outside Hong Kong Application Form for Students

(Note: A copy of this Travel Form has to be attached to the Student expense claim form for future reimbursement purpose)

I. 1. Name of Applicant _____ Student ID _____
 2. Course/Program _____ Dept/Office Mathematics
 3. Supervisor/Advisor/Faculty's Name Dr. Yinbon KU

4. Proposed Duty Itinerary (please also attach the itinerary issued by the travel agent)
 [Note : Please put in **ONLY** the DUTY period and places below. **DO NOT** include any **PERSONAL** leave period and places (Note 1)]

From (DD/MM/YY)	To (DD/MM/YY)	City / Country	Purpose of Travel (Note 2) (Please attach additional sheets if necessary)

5. Subsistence Allowance (Note 3)

<u>City/Country</u>	<u>Daily Rate</u>	<u>From</u>	<u>Period</u> <u>To</u>	<u>No. of</u> <u>Nights</u>	<u>Total Amount</u>
claim after trip					

Signature: _____ Date: _____
 Supervisor/Dr. YB KU

Signature: _____ Date: _____
 (Applicant)

II. Approval of Budget Controlling Officer of Department / Office (Note 4)

I certify that the nature of the travel is relevant to the applicant's duties.

Signature: _____ Name & Position: Prof. K XU/Dept. Head Date: _____

Notes

- Any additional passage costs arising from Student's personal purpose should be borne by the student himself/herself. Under normal circumstances, such costs will firstly be deducted from his/her claim for the reimbursement of the same trip expenses.
- Brief descriptions of the planned activities for each duty date / period at each destination should be stated. Any subsequent changes to the itinerary require further endorsement by the Budget Controlling Officer.
- The rates of the daily subsistence allowance are set out in the Financial Circular on "Subsistence Allowance for Duty Outside Hong Kong". The subsistence allowance will be reduced by an appropriate percentage if any elements of the expenditure meant to be covered by the subsistence allowance is however separately paid for through other means such as meals paid out of the official entertainment account.
- This form should be approved by Budget Controlling Officer of Department / Office.