**大學學術交流基金 (中國) 來訪學術交流**

**University Academic Exchange Fund (China) for Incoming Visit**

**批核表 Endorsement Form**

請將簽妥的批核表後上載申請系統。

Please complete the endorsement form and upload to the online application system.

|  |
| --- |
| **1. 申請人資料Personal Particulars**  |
| 教職員姓名 Name:  | 職稱Position: | 所屬學系/單位Department/Unit: | 申請人電郵Email: |
| 申請人簽署Signature of Applicant: |  | 日期Date: | ` |
| **2. 批核 Endorsement** |
| 學系或部門主任姓名 Name of School Director/Chairman/ Unit Head | 學系或部門主任簽署 Signature from School Director/Chairman/ Unit Head | 🞏 同意Endorsed🞏 不同意Not Endorsed 日期 Date:  |
| 學院院長或主管人員 Name of Faculty Dean/Director of Institute | 學院院長或主管人員簽署 Signature from Faculty Dean/Director of Institute | 🞏 同意Endorsed🞏 不同意Not Endorsed 日期 Date: |
| 常務副校長/副校長Provost / Pro-Vice-Chancellor | 🞏 同意Endorsed🞏 不同意Not Endorsed 日期 Date: | \*此項只適用於申請人是院長/研究院所長This is only applicable if the applicant is a Faculty Dean/ Institute Director. |

|  |
| --- |
| **本處專用For Office Use Only** |
| 🞏 批核 Approved帳號 Project Code: 2616013 | 🞏 不被接納 Rejected 原因 Reason(s):  |
| 1) 住宿 Accommodation: $730 / $680 per day X \_\_\_\_\_ nights 2) 來回經濟客位機票 (上限為港幣5000) Round Trip Economy Class Air Ticket (Max. HKD5000) 🞏 Support 🞏 Not Support |
| **申請人注意事項 Remarks**1. 請自行發出邀請函 (Host department should arrange to issue the invitation letter.)
2. 住宿賬單由單位主管簽署後送交財務處 (Accommodation invoices should be signed by the Unit Head and sent directly to the FNO)
3. 已批核之申請必須於本財政年度結束前完成，否則申請將被自動撤消 (All expenses should be claimed and reimbursed within the current financial year, otherwise the application will be automatically cancelled)
4. 一般情況下，來訪者只提供住宿，必須特別提出及提供足夠的資助理由，機票才會被接納 (Airfare of incoming visitors will normally not be supported, unless special request with sufficient justification is made by the applicant)
 |
| **簽署 Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****內地及大中華發展處處長Director of China Engagement** | **日期 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |