**大學學術交流基金 (中國) 往訪學術交流**

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

**批核表 Endorsement Form**

請將簽妥的批核表上載申請系統。

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

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| **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. | | |

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| **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) 直航經濟客位或火車/巴士旅費 (inter-city direct economy class air passage or train/bus)  為促進中大學者作學術交流出訪，學術聯繫委員會批准資助出訪者在接待方未能提供住宿安排的情況下，以低於出訪地點之正價經濟往返機票費用為上限，使用包括機票連住宿之套票。申請者須于申請報銷時向會計部一併提交於本港同日期、同訪期及同公司所發出之經濟往返正價機票及機票連住宿之套票的報價單作證明文件。  In order to facilitate CUHK faculty members in conducting outreaching trips when accommodation is not provided by the hosting institution, the Committee on Academic Links approved that, with effect from 1 October 2009, University Academic Exchange Fund (China) can cover accommodation expenses if the staff member can source a package covering the airfare plus hotel and if the package cost is less than the normal round trip airfare. The applicant is required to present the quotations of a normal round trip air ticket and the package issued on the same day and the same period by the same company in Hong Kong as supporting documents for reimbursement.  2) 單次入境簽証 (single entry visa fee)  3) 機場稅 (airport taxes) | | |
| **申請人注意事項 Remarks**  1) 申請人自行協調往訪事宜 (All arrangements of the visits should be coordinated by the applicant)  2) 出訪交通賬單、簽証費等退款單，需由申請人直屬單位主管 (即: 副校長 / 學院院長 / 系主任 / 院長 / 單位主管) 簽署後直接送交財務處(Transportation and visa fee reimbursement should be signed by immediate supervisor (PVC/ Dean/ Chairman/ School Director/ Unit Head) and sent this to FNO)  3) 受批核之項目必須於本年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 cancelled automatically) | | |
| **簽署 Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **內地及大中華發展處處長Director of China Engagement** | | **日期 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |