

**本處專用For Office Use Only**

申請表文號

Application No.: **CLP/OUT/ /2020**

**學術交流處 (國內事務)**

# Office of Academic Links (China)

往訪學術交流申請表 (學術交流專款)

## UEF (China) Application Form for Outgoing Visit

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **往訪教職員資料 Particulars of Outgoing Staff** | | | | | | | | |
| 教職員姓名Name | | 按一下這裡以輸入文字。 選項 Please select | | | | 所屬學系 / 單位  Department / Unit | | |
| 申請人電話 Tel:  申請人電郵 Email | |  | | | | 聯絡人電話/電郵  Contact Person |  | |
| **活動概況 Activities** | | | | | | | | |
| 往訪院校/機構  Institution visited | 往訪部門  Department visited | | 接待人員  Contact Staff | 聯絡資料  Contact Details | | 往訪目的  Purpose: | | |
|  |  | |  |  | |  | | |
| **擬進行交流活動之日期 Proposed Period of Exchange** | | | | | | | | |
| **由 Starting from 選取出發日子 Please select ，合共 total** 選項 Please select | | | | | | | | |
| **交流活動Proposed Exchange Activities** | | | | | | | | |
| 1. 請扼要說明交流活動之具體內容 Brief description of proposed exchange activities. | | | | | | | | |
| 1. 交流活動將如何促進學術交流? How the exchange activities will result in better academic linkages? | | | | | | | | |
| 申請款項 Amount Applied for | | | | | | | | |
| 機票 Return Economy Class Air-ticket(s) | | | | | | | |  |
| *(可由香港或內地機場往返. Can depart from Hong Kong or Shenzhen Airport)* | | | | | | | |  |
| 城際火車 / 直通巴士 Inter-city Train / Coach Fare | | | | | | | |  |
| 單程簽証費 Single Visa Fee | | | | | | | |  |
| 機場稅 Airport Tax(es) | | | | | | | |  |
| 合共 Total: | | | | | | | |  |
| 申請人簽署  Signature of Applicant: | | | | | 日期  Date: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **審定程序 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: |
| **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): | |
| **資助情況 Financial support**  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 Bursary) 3. 受批核之項目必須於本年財政年度結束前用畢，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 :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **學術交流處(國內事務)處長Director of Academic Links (China)** | | | **日期 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |