

大學學術交流專款 批核後跟進事項

Follow Up Procedure for University Academic Exchange Fund (China)

來訪學人 Incoming Visits

- 1.) 請自行發出邀請函
(Host department arranges to issue the invitation letter.)
- 2.) 替學者預訂大學賓館或酒店
Book guest room from University Guesthouses System or hotel
https://www.cuhk.edu.hk/fno/stf/eng/bus_hotel_rates.html
- 3.) 住宿賬單之跟進
Please follow the guideline from FNO to complete the payment procedure.
Document can be approved / signed by Unit Head.
<https://cusap.cuhk.edu.hk/sap/bc/ui2/flp?sap-language=EN#Shell-home>

往訪學人 Outgoing Visit

一般資助

- 1.) 請自行預訂機票或通過本校商務組訂票
Please book air-ticket via travel agent or Business Section of CUHK
- 2.) 機票賬單之跟進
Please follow the guideline from FNO to complete the payment procedure.
Document can be approved / signed by Unit Head.
<https://cusap.cuhk.edu.hk/sap/bc/ui2/flp?sap-language=EN#Shell-home>
- 3.) 申請中國簽證費用-如有需要可到中國旅行社申請 (每個成功申請只接受一次簽證費用資助)
(Entry Visa Fee for each successful application)

特別資助

為促進中大學者作學術交流出訪·學術聯繫委員會批准學術交流基金由 2009 年 10 月 1 日開始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.



樣本

邀请函

XXXXXXXXX 大学

XXX 教授

X 教授惠鉴：

为促进学术交流，谨诚意邀请 阁下于 XXXX 年 XX 月 XXX 日至 XXX 日莅校访问，进行学术交流活动。代表团来港期间之所有费用均须自行承担。谨请以此公函办理赴港手续。专此，并颂

时祺

XX 学院/学系/研究单位 (签署) 谨启

XXXX 年 XX 月 XX 日

副本致：

XXXX 大学港澳台办公室 XXX 主任 香

港中文大学 XXXX 系主任 xxx 教授

