

WU YEE SUN COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG

University-College Joint Scheme for Teachers-Students Interaction (師生交流津貼) Guidelines

1. Purpose

The establishment of Scheme is to promote more contact and interaction between staff members and students outside the classroom. The Fund is to support a staff member's expenses when he or she takes students out for meals for social interaction and advice.

2. Guidelines

- a) Full-time staff members affiliated to Wu Yee Sun College, Affiliated Fellows, Senior College Tutors and Resident Tutors of the College are eligible for the fund.
- b) Meals may be taken on or off campus and may include breakfast, lunch, tea refreshment and dinner. Expenses other than meals, e.g. rental of venue for holding a gathering, transportation etc will not be covered.
- c) Meal expenses of the staff member and Wu Yee Sun College students will be covered. Expenses for non-Wu Yee Sun College students will only be covered by the Scheme if the number of Wu Yee Sun College students makes up at least half of the student membership present at the meal.
- d) Spouse and dependent children of the staff member and other CUHK members may also be invited to the meals, and their expenses will be covered by the Scheme as well.
- e) The maximum amount of reimbursement for each eligible member per academic year is \$2,000 except for the College Dean of Students, PE lecturers and Resident Tutors who are entitled to a maximum amount of \$5,000, \$3,000 and \$1,000 each respectively.
- f) The maximum amount of reimbursement for each person present at the meal is \$100.
- g) \$40,000 will be allocated for use in the First Semester, and \$40,000 for use in the Second Semester. Reimbursement is made on a first-come-first-served basis until the fund is exhausted.
- h) Application for reimbursement must be made in the University's prescribed form available on the College website (<http://www.wys.cuhk.edu.hk/downloads.php>). This, together with the official original receipt bearing the restaurant's/vendor's name, should be submitted to Wu Yee Sun College Office within 3 weeks from the event date for processing.

3. Review of Guidelines

The above guidelines are subject to review from time to time by the College.

May 2018