

**THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY
FINANCE OFFICE**

Travel Outside Hong Kong Application Form
(Re: Financial Circular on “Travelling on Business”)

(Note: The original of this Travel Form has to be attached to the Budget Requisition for funding and payment purpose.)

I. 1. Name of Applicant _____ Staff No. _____

2. Position _____ Department/Office _____

3. Proposed Duty Itinerary (please also attach the printout of the itinerary issued by the travel agent)

[Note : Please put in ONLY the DUTY period and places below. DO NOT include any PERSONAL leave period and places (Note 1)]

From (DD/MM/YY)	To (DD/MM/YY)	City / Country	Purpose of Travel (Note 2) (Please attach additional sheets if necessary)

4. Subsistence Allowance (Note 3)

<u>City/Country</u>	<u>Daily Rate</u>	<u>Period</u> <u>From</u>	<u>To</u>	<u>No. of</u> <u>Nights</u>	<u>Total Amount</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Signature: _____ Date: _____

(Applicant)

II. Approval of Head of Department/Office [or Supervisor (Note 4)]

I certify that the nature of the travel is relevant to the applicant's duties.

Signature: _____ Name & Position: _____ Date: _____

* Delete as appropriate

Notes

- Any additional passage costs arising from staff member's personal stay/trip will be borne by the staff member himself/herself. Under normal circumstances, such costs will firstly be deducted from his/her claim for the reimbursement of the same trip expenses.
- Brief descriptions of the planned activities for each duty date / period at each destination should be stated. Any subsequent changes to the itinerary require further endorsement by the Head of Department/Office [or supervisor (Note 4)].
- The rates of the daily subsistence allowance are set out in the Financial Circular on “Subsistence Allowance for Duty Outside Hong Kong”. The subsistence allowance will be reduced by an appropriate percentage if any elements of the expenditure meant to be covered by the subsistence allowance is however separately paid for through other means such as meals paid out of the registration fee for a conference or the official entertainment account. [For the duty travel to the HKUST extension campus offices in Mainland China, an abridged Travel Form (FOF 168/06/04) may be used].
- This Travel Form should be approved by the Head of Department/Office. If the applicant is the Head, this Travel Form should be approved by his/her supervisor.