



大學學術交流專款(中國)

大學交流專款批核後跟進事項 Follow Up Procedure for UEF (China)

來訪學人 Incoming Scholars

- 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/bursary/stf/eng/bus_hotel_rates.html
- 3.) 住宿賬單之跟進
(Accommodation claim should be signed by the Unit Head upon receiving the invoice)
 - i) 請在收取單據上蓋上大學之付款印，並請單位領導簽署核准部份
Please use the CUHK payment chop for the invoice to be signed by the Unit Head

CHECKED/RECEIVED BY DEPARTMENT/UNIT								← 由複核代表簽署
APPROVED BY HEAD								← 由單位主管簽署
COMPANY CODE	C	0	0	1				
COST CTR/PROJECT/BUSINESS AREA CODE	2	6	1	6	0	1	3	
ACCOUNT CODE	5	5	8	0	0	1		
CHECKED/APPROVED BY BURSARY								
INITIALS OF CHEQUE SIGNER(S)								
POSTING DATE								
DATE OF CHEQUE								
CHEQUE NO								
DOCUMENT NO./ INTERCOMPANIES NO.								

往訪學人 Outgoing Staff

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

(Airfare claim should be signed by Unit Head upon receiving the invoice)

請在收取單據上蓋上大學之付款印，並請單位領導簽核准部份

Please use the CUHK payment chop on the invoice to be signed by the Unit Head

CHECKED/RECEIVED BY DEPARTMENT/UNIT										
APPROVED BY HEAD										
COMPANY CODE	C	0	0	1						
COST CTR/PROJECT/ BUSINESS AREA CODE	2	6	1	6	0	1	3			
ACCOUNT CODE	5	9	0	0	5	1				
CHECKED/APPROVED BY BURSARY										
INITIALS OF CHEQUE SIGNER(S)										
POSTING DATE										
DATE OF CHEQUE										
CHEQUE NO										
DOCUMENT NO./ INTERCOMPANIES NO.										

由複核代表簽署

由單位主管簽署

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.