

**To be submitted WITHIN one month
after the programme end date.**



Declaration for Exchange Subsidy Claim Form

I, _____ (Student ID: _____) hereby declare that the direct cost* arising from my exchange activity / programme to _____ (Exchange Country) from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy) are as follow:

Nature of Receipt	Amount (HKD)
Programme / activity fee	
Airfare, train fare and / or other transportation fees	
Accommodation fees	
Local transportation	
Living expenses i.e. meals	
Miscellaneous: ➤ Insurance _____ ➤ Medical expenses _____ ➤ Others: please specify: _____	
Total	

Remarks

- 1) Example of direct costs which would be funded wholly or in part by the exchange subsidies include
 - (a) programme / activity fee
 - (b) airfare, train fare and / or other transportation fees to and from the destination country / region (one return trip only);
 - (c) accommodation fees;
 - (d) local transportation fees;
 - (e) living expenses incurred within the exchange period; and
 - (f) other miscellaneous expenses (e.g. insurance, medical expenses, etc)
- 2) Please attach **receipt copies of (a), (b) & (c) above** together with the declaration form
- 3) Provided that the subsidy granted is greater than the direct costs arising from your exchange activity / programme, refund of extra amount is deemed necessary.
- 4) I understand that any false information will disqualify my application for the subsidy and as a result, any approved subsidy will be withheld or I shall be requested to return all the received subsidy to the University.

Signature: _____ Date: _____ Mobile number: _____

<u>OFFICIAL USE ONLY</u>	Handled by (date): _____ ()
Application No.: _____	
Granted Subsidy Amount: _____	
Amount of direct cost exceeding subsidy granted (If any): _____	