

## Conference Travel Allowance of the Hong Kong PhD Fellowship Scheme

### Explanatory Notes

#### A. Background

1. The Hong Kong PhD Fellowship Scheme (HKPFS) is administered by the Research Grants Council (RGC) to attract the best and the brightest students to pursue their PhD studies in publicly-funded institutions in Hong Kong.
2. The Fellowship provides each awardee with a monthly stipend and an annual conference travel allowance for a period of up to three years. The University will provide all HKPFS awardees with the same level of monthly studentship and travel allowance for their fourth year of fellowship study. In 2022/23, each awardee is provided with a monthly stipend of HK\$27,100 and a conference travel allowance of HK\$13,600.
3. The Conference Travel Allowance for the first three years can be accumulated and carried forward **up to a maximum of three years from the first day of registration at HKUST**. The accumulated amount for each awardee has to be expended within the three-year period.
4. Fellowship awardees who wish to attend research-related travel including, but not limited to a conference or seminar by utilizing the conference travel allowance are required to submit an application in advance. Applications will be considered on a case-by-case basis. Retroactive application will **not** be considered.

#### B. Eligibility

To be eligible for the HKPFS Conference Travel Allowance, students must have fulfilled **all** the criteria listed below:

1. The student must be an HKPFS awardee and a registered regular full-time PhD student of the University at the time the application is lodged.
2. The student must be able to demonstrate how the proposed research activity will benefit his/her research work and PhD studies.
3. The application must have the full support of his/her thesis supervisor, the PG Coordinator of the home department, and the Associate Dean (PG) of the home School.

*\* Students attending a conference/research-related activity without presenting a paper or poster are also eligible.*

### C. Eligible Travel Expenses

1. The HKPFS Conference Travel Allowance supports transportation costs, conference registration fees, meals and other expenses incurred in connection with the research-related activity up to the maximum amount provided each year.
2. Privately arranged travel insurance will not be supported as students are covered by the University's travel insurance policy. Students may refer to the [Scholarships and Financial Aid Office website](#) for details of the University's travel insurance plan.
3. The total amount claimed must not exceed the total amount of conference travel allowance accumulated.
4. The student is only supposed to be arrived in the location of the research-related activity one day before and to leave the location one day after the date of the research-related activity. If he/she wishes to travel beyond the said period (e.g. a personal trip), the student must get the airfare quotations from the same airline for the travel he/she is desired to and the travel he/she is entitled to (i.e. the transportation fare of an approved research-related activity itinerary) and attach such quotations when making the reimbursement claim. The student will be reimbursed at whichever cost is lower.
5. Please note that concurrent applications for both HKPFS Conference Travel Allowance and Research Travel Grant (RTG) will **not** be considered for the same research-related activity.

### D. Supporting Documentation

To be considered for the HKPFS Conference Travel Allowance, all relevant documentations **MUST** be submitted with the completed application form. Application will not be processed until ALL related documents are received. It will include, but not limited to the following documents:

1. The call for papers from the organizer or the conference program;
2. A letter of acceptance or invitation to present the paper, if any;
3. A copy of the abstract and/or paper to be presented, if any;
4. Information on conference registration fee;
5. A written consent of the host institution/ unit which includes the details of the research activities (for research attachment only); and



6. An airfare quotation from a travel agent that is an IATA (International Air Transport Association) member, which can be obtained from Purchasing Office via the student's home department/ program office.

#### **E. Application Deadline**

The completed application form, together with all required documentations should be submitted to the HKUST Fok Ying Tung Graduate School (HKUST FYTGS) via the student's home department/ program office **at least one month in advance of the proposed travel date**. Late and retroactive applications will **not** be entertained.

#### **F. Reimbursement Procedure**

1. All claims of reimbursement shall be submitted to the HKUST FYTGS via the student's home department/ program office for processing **within 60 days after the trip has been completed. Claims submitted after 60 days will be declined.**
2. Any expenditure claimed must be fully described, and original receipts must be attached to support each claim item.
3. Departments/ program offices must forward all supporting documents/ receipts with the Budget Requisition (BR) to HKUST FYTGS for approval and process.
4. For further details about expenses reimbursement, please refer to the related financial circulars on the Finance Office website at <https://fo.ust.hk/staff/financial-circulars/>.

HKUST Fok Ying Tung Graduate School  
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