

## **Reimbursement for Overseas / Mainland Experiential Learning Funding from the Faculty of Science**

Students should submit the following documents to the offering School/Department by the deadline set by the coordinator of the EL activity (which should be within one month after the completion of the activity) for reimbursement purpose:

- ORIGINAL receipts of showing the actual expenses of all the approved items supporting by the funding;
- ORIGINAL boarding pass/train tickets;
- Other documents such as report/photos/sharing as requested by the coordinator of the EL activity.

The adjusted amount of funding according to actual expenses will then be transferred to the offering School/Department for reimbursement to individual students. The Faculty reserves the right to determine the actual amount to be reimbursed to students.

Students should declare to the coordinator of the EL activity on whether they have received the overseas/Mainland EL funding from the Faculty before. They have to decide and indicate which overseas/Mainland EL activity that they would like to be supported by the funding. If more than one reimbursement requests from the same student for each category (Category A: EL courses/activities in Mainland China (Area 1<sup>\*</sup>); Category B: EL courses/activities overseas (Area 2a<sup>\*</sup> or Area 2b<sup>\*</sup>)) is found, the Faculty would not process the subsequent request.

\*Remarks:

Area 1: Mainland China

Area 2a: Asia countries/cities excluding Mainland China, such as India, Indonesia, Japan, Korea, Macau, Malaysia, Myanmar (Burma), Philippines, Singapore, Taiwan, Thailand, Vietnam

Area 2b: Other countries/cities such as Africa, America, Australia, Europe