

HONG KONG SHUE YAN UNIVERSITY
INDUSTRIAL ATTACHMENT OFFICE

Internship Travel Allowance Application Form

A. Personal Particulars

Full Name in English (same as HKID/Travel Document) *

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Full Name in Chinese (same as HKID/Travel Document)

Student ID *

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Industrial Attachment Course Taken * (Please tick the appropriate box)

Arts	Commerce	Social Sciences
<input type="checkbox"/> CHI 396	<input type="checkbox"/> ACCT 471	<input type="checkbox"/> ACT 410
<input type="checkbox"/> CHI 397	<input type="checkbox"/> BUS 471 (CGRM)	<input type="checkbox"/> ADS 403
<input type="checkbox"/> ENG 285	<input type="checkbox"/> BUS 471 (DM)	<input type="checkbox"/> COUN 461-2
<input type="checkbox"/> ENG 360	<input type="checkbox"/> BUS 471 (HRMAP)	<input type="checkbox"/> PSY 461
<input type="checkbox"/> HIST 380	<input type="checkbox"/> BUS 490	<input type="checkbox"/> SW 361-2
<input type="checkbox"/> JOUR 403	<input type="checkbox"/> ECON 460	<input type="checkbox"/> SW 363
<input type="checkbox"/> MDIT 403	<input type="checkbox"/> LAW 323	<input type="checkbox"/> SW 471-2
		<input type="checkbox"/> SOC 490

Email *

Contact Phone Number *

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Residential Address *

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Are you receiving the Student Travel Subsidy for Tertiary or Post-secondary Students from the Government?

<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
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Please indicate below if you need to apply for payment disbursement of the travel allowance before your internship starts. Please note that this request is subject to approval of the Industrial Attachment Office.

<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
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Name of Internship Agency *

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Address of Internship Agency *

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B. Actual Expenses on Travelling

(Given details on the actual expenses between the student's residence and the internship agency)

1. Record the round-trip transportation fare (in HK\$) between your residence and the internship agency. *

Internship Period	Departure	Destination	Type(s) of Public Transport	Total Fares (HK\$)	Total No. of Working Days	Total Amount (HK\$)
<i>Example:</i>						
<i>2 June – 2 August 2026</i>	<i>North Point</i>	<i>Yuen Long</i>	<i>MTR</i>	<i>\$15.8 × 2 = \$31.6</i>	<i>22</i>	<i>\$31.6 × 22 = \$695.2</i>
Requested Total Amount (HK\$)						

* Public Transport refers to MTR, Light Rail, franchised buses, green minibuses, designated routes of red minibuses, ferries, trams, kaitos, and non-franchised buses providing residents' services approved by the Transport Department.

I agree to the following **Terms and Conditions**:

- a) I declare that the information provided is accurate to the best of my knowledge. I understand that giving incomplete or incorrect information may delay the processing of my application.
- b) I hereby authorise the Industrial Attachment Office to access my personal information if necessary, including but not limited to my Octopus card travel records and other relevant documents for reimbursement verification.
- c) I understand that I am eligible to apply for the travel allowance for only **one** Industrial Attachment (IA) course per academic year.
- d) I understand that the amount of reimbursement per application ranges from a minimum of HK\$100 to a maximum of HK\$800.
- e) I understand that no amendments can be made after submission.
- f) I understand late submission will not be accepted.

Signature	
Applicant	
Date	

Signature¹	
Industrial Attachment Coordinator	
Date	

¹ This field is **REQUIRED**. Please request your Industrial Attachment Coordinator (IAC) to provide a valid signature or e-signature before submitting the application form to the IAO office.

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(Office Use Only)

Type(s) of Public Transport	Actual Fares between Residence and Agency (HK\$)	Total No. of Working Days	Actual Total Amount (HK\$)	Approved Amount (HK\$)

Approved by the Director of Industrial Attachment

Signature	
Director of Industrial Attachment	
Date	

Eligibility for Reimbursement

1. Public Transport

This scheme only covers public transport expenses.

2. Eligibility

Students must be enrolled in HKSU credit-bearing Industrial Attachment (IA) courses conducted within Hong Kong and are eligible to apply for the travel allowance for only **one** IA course per academic year.

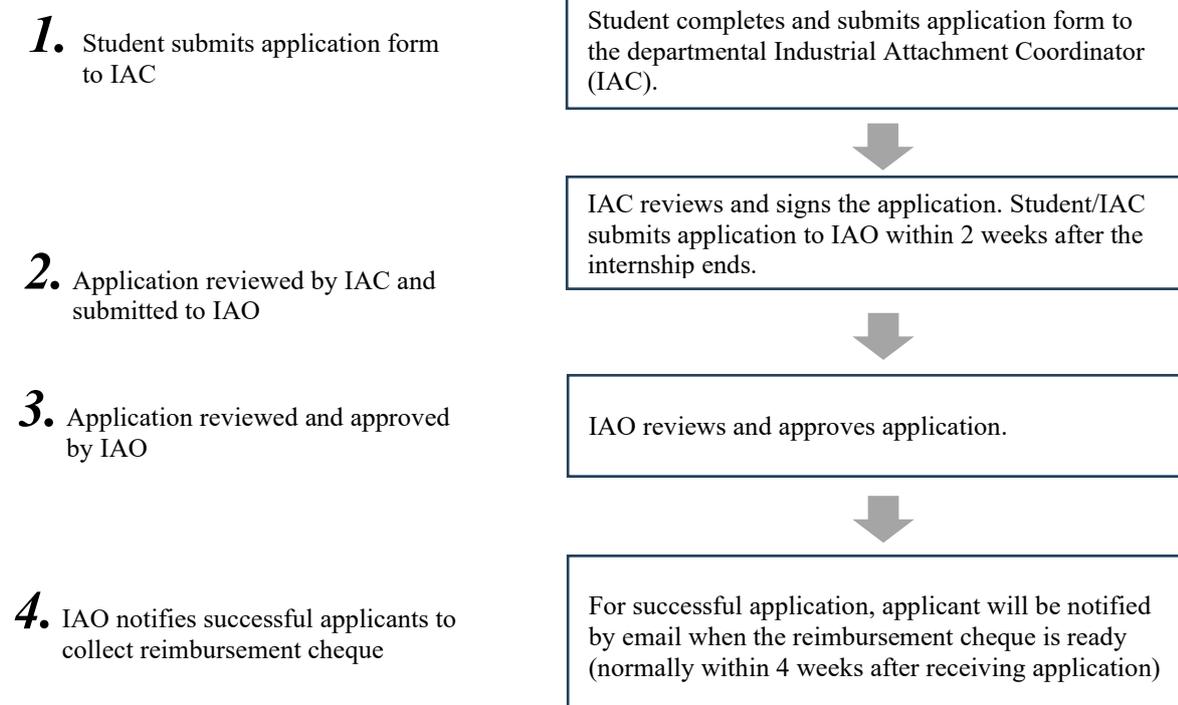
This scheme provides travel allowance to students whose commuting expenses to and from their internship host agency, under the following conditions:

For the entire internship period, if the total travel expenses between the student's residence and the hosting agency exceed **HK\$100**, the student may apply for reimbursement. **The maximum amount of reimbursement is HK\$800.**

All applications are subject to final approval by the Industrial Attachment Office (IAO).

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Application Procedure



Remarks

- 1. Travel Record Verification**
The Industrial Attachment Office (IAO) reserves the right to require applicants to submit the relevant travel records (e.g. Octopus card records) for verification of the claims.
- 2. Reimbursement**
All reimbursements will be issued via cheque. Students are required to collect the cheque within the specified period in the notification email. Late collection beyond the stated period will not be accepted, and the cheque will be withdrawn without further notice. Expired cheques will not be reissued.
- 3. Final Decision**
IAO reserves the right of final decision on all matters related to the scheme in case of any disputes.