

**HONG KONG SHUE YAN UNIVERSITY
INDUSTRIAL ATTACHMENT OFFICE**

**Guangdong-Hong Kong-Macao Greater Bay Area (GBA)
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
☐ CHI 396	☐ ACCT 471	☐ ACT 410
☐ CHI 397	☐ BUS 471 (CGRM)	☐ ADS 403
☐ ENG 285	☐ BUS 471 (DM)	☐ COUN 461-2
☐ ENG 360	☐ BUS 471 (HRMAP)	☐ PSY 461
☐ HIST 380	☐ BUS 490	☐ SW 361-2
☐ JOUR 403	☐ ECON 460	☐ SW 363
☐ MDIT 403	☐ LAW 323	☐ SW 471-2
		☐ SOC 490

Email *

Contact Phone Number *

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Residential Address *

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Have you applied for the Scheme for Subsidy on Exchange for Post-secondary Students (SSE) or the Non-means-tested Mainland Experience Scheme for Post-secondary Students (Non-means-tested MES)?

☐ No	☐ 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.

☐ No	☐ 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

(Details on the actual expenses between the student's residence and the internship destination border/port.)

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

Internship Period	Residence	Departure Border/Port	Destination Border/Port	Type(s) of Public Transport	Total Fares (HK\$)
2 June – 2 August 2026	Central	Hong Kong West Kowloon Station	Guangzhouan Railway Station	MTR + High Speed Rail	$(\$5.4 + \$246) \times 2 = \$502.8$
Requested Total Amount (HK\$)					

** Public Transport refers to the MTR, Light Rail, franchised buses, green minibuses, designated routes of red minibuses, ferries, trams, kai-tos, Airport Express, High Speed Rail, non-franchised buses providing residents' services, cross-boundary coaches, and cross-boundary ferries approved by the Government.*

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 understand that I am eligible to apply for the travel allowance for **one** Industrial Attachment (IA) course per academic year only.
- c) I confirm that my internship location is **within the GBA (excluding Hong Kong)**, and understand that any application outside the applicable locations will not be processed.
- d) I understand that the reimbursement ranges from HK\$100 to HK\$1,000 and covers **one** round trip only between my residence in Hong Kong and the internship destination border/port, excluding the local transport within the internship city.
- e) I hereby authorise the Industrial Attachment Office to access my personal information if necessary, including but not limited to my Octopus card travel records, ticket order records, and other relevant documents for reimbursement verification.
- f) I understand that no amendments can be made after submission.
- g) 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	Total Fares (HK\$)	Approved Amount (HK\$)

Approved by the Director of Industrial Attachment

Signature
Director of
Industrial Attachment
Date

Eligibility for Reimbursement

1. Coverage of Transport Expenses

- This scheme only covers **Public Transport** expenses.
Public transport refers to the following modes of transport:
MTR, Light Rail, franchised buses, green minibuses, designated routes of red minibuses, ferries, trams, kai-tos, Airport Express, High Speed Rail, non-franchised buses providing residents' services, cross-boundary coaches, and cross-boundary ferries approved by the Government.
- Air travel, taxis, ride-hailing services, and car charter services are excluded.

2. Eligibility

Students must be enrolled in HKSYU credit-bearing Industrial Attachment (IA) courses conducted within **Guangdong-Hong Kong-Macao Greater Bay Area (GBA)**, **excluding Hong Kong**, and are eligible to apply for the travel allowance for **one** IA course per academic year only.

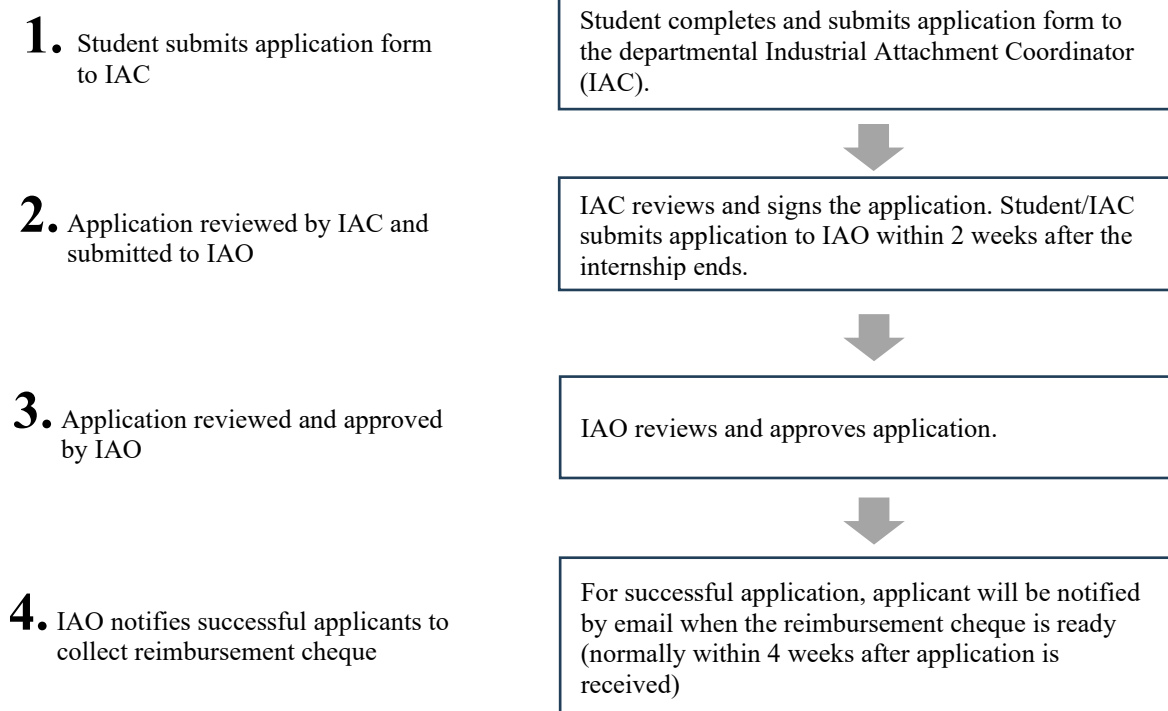
This scheme provides a travel allowance to students to subsidise their commuting expenses to and from their internship destination border/port, under the following conditions:

- Students may apply for reimbursement for **one round trip** only between their residence in Hong Kong and the internship destination border/port, excluding the local transport within the internship city.
- The reimbursement covers standard seating only (i.e., economy class/second class) or any available student fare (if applicable).
- Students may apply for reimbursement if the total travel expenses exceed **HK\$100**. **The maximum amount of reimbursement is HK\$1,000.**

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, ticket order 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.