

**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?

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

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

1. Record the regular daily round-trip transportation cost (in HK\$) between your residence and the University. * (For HKSYU hall residents, please enter \$0.)

<i>Example:</i>	
<i>Y = North Point to Braemar Hill: $\\$5.9 \times 2$ (round trip) = \$11.8</i>	<i>Transport: Citybus 27</i>

2. Record the fare between your residence and hosting agency, and compare it with the fare between your residence and the University. Calculate the total cost difference for the entire internship period in the last column. *

Internship Period	Departure	Destination	Type(s) of Public Transport	Daily Total Fares (HK\$)	Difference for Reimbursement (HK\$)	Total No. of Working Days	Total Amount (HK\$)
<i>Example:</i>							
<i>2 June – 2 August 2025</i>	<i>North Point</i>	<i>Yuen Long</i>	<i>MTR</i>	<i>$X = \\$15.8 \times 2 = \\31.6</i>	<i>$X - Y =$ <i>Fare between home and agency</i> – <i>Fare between home and HKSYU</i> $= \\$31.6 - \\$11.8 = \\$19.8$</i>	<i>22</i>	<i>$\\$19.8 \times 22 = \\435.6</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.

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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 the amount of reimbursement per application ranges from a minimum of HK\$100 to a maximum of HK\$800.
- d) I understand that no amendments can be made after submission.
- e) 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.

(Office Use Only)

Type(s) of Public Transport	Actual Fares between Residence and University (HK\$)	Actual Fares between Residence and Agency (HK\$)	Actual Difference for Reimbursement (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	

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Eligibility for Reimbursement

1. Public Transport

This scheme only covers public transport expenses.

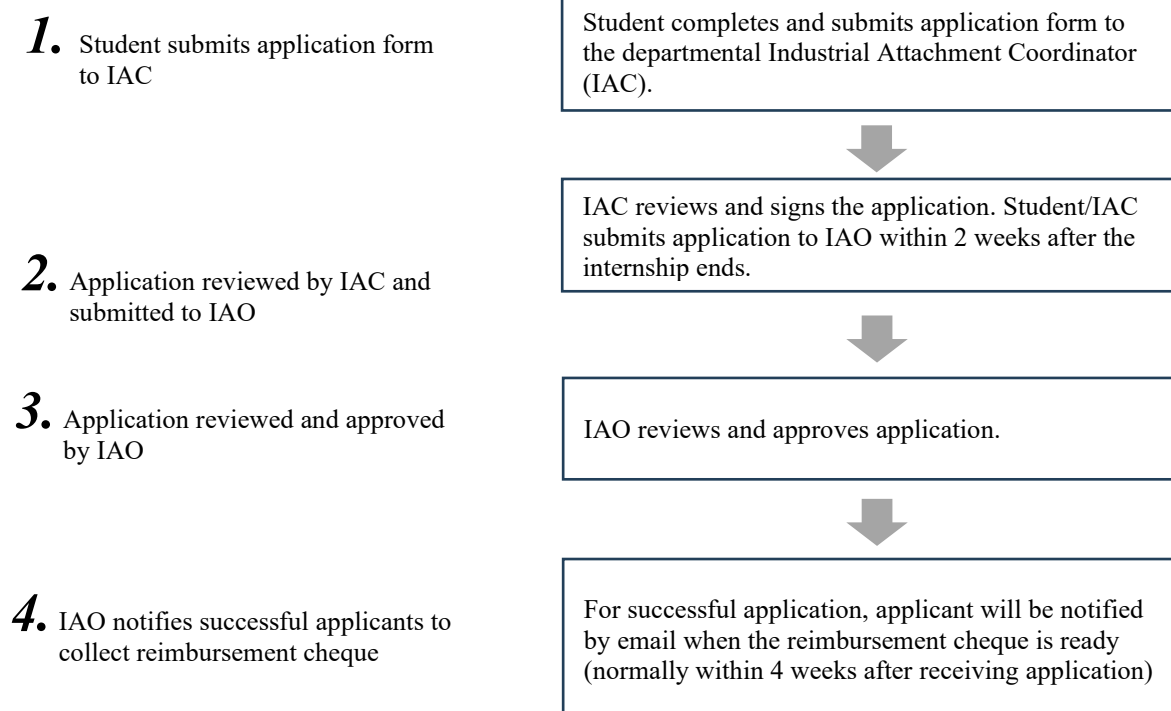
2. Eligibility

Students must be enrolled in HKSJU credit-bearing Industrial Attachment (IA) courses which are conducted within Hong Kong.

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

For the entire internship period, if the total travel expenses between the student's residence and the hosting agency exceeds those between the student's residence and the University by **HK\$100 or more**, the student may apply for reimbursement of the difference. All applications are subject to final approval of the Industrial Attachment Office (IAO). **The maximum amount of reimbursement is HK\$800.**

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.