

## **Travel Allowance Application Form**

### **Reimbursement Eligibility**

*1. Public Transportation*

This scheme only covers the public transportation expenses of 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.

*2. Eligibility*

It is our principle that fares incurred by commuting between the student's residence and the University should be borne by the students. This scheme seeks to provide travel allowance to students whose travel expenses from the residence to local internship host exceeds expenses incurred in travelling from the residence to the University, under the following conditions:

For the entire internship period, if the total cost of fares incurred between the student's residence and the hosting agency exceeds the total cost of fares incurred between the student's residence and the University by HK\$100 or more, the student is eligible to apply to the Industrial Attachment Office for reimbursement of the difference, subject to final endorsement by the Director of Industrial Attachment. The maximum amount of reimbursement is HK\$500.

### **Application Procedures**

*1. Submission of the Form*

Students applying for traveling allowance are required to complete the Travel Allowance Application Form and submit to the Industrial Attachment Office within 2 weeks after the placement/internship period.

*2. Review and Approval*

The completed Form will be sent to the Departmental Industrial Attachment Coordinator for review and approval. If approved, the Industrial Attachment Coordinator will countersign the form and return it to the Industrial Attachment Office.

*3. Endorsement and Reimbursement*

The Director of Industrial Attachment will review and endorse the successful applications. The Industrial Attachment Office will notify the successful applicants via e-mail to collect the allowance (normally within 4 weeks after the deadline of submission). Uncollected reimbursements will be withdrawn 4 weeks after the date of notification.

### **Remarks**

*1. Minimum and Maximum Amount of Reimbursement per Application*

For each reimbursement, the minimum amount is HK\$100 and the maximum is HK\$500.

*2. Late Submission*

Late submission will not be entertained.

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

## 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)*

<table border="1" style="width: 100%;"><tr><td style="width: 20px;"></td><td>CHI 396 Work Placement</td></tr><tr><td></td><td>CHI 397 School Attachment and Experience</td></tr><tr><td></td><td>HIST 380 Work Placement</td></tr><tr><td></td><td>ACCT 471 Internship in Accounting</td></tr><tr><td></td><td>BUS 471 Capstone Project</td></tr><tr><td></td><td>LAW 323 Internship</td></tr><tr><td></td><td>PSY 461 Industrial Attachment</td></tr><tr><td></td><td>SW 363 Fieldwork</td></tr><tr><td></td><td>SOC 470 Service Learning</td></tr><tr><td></td><td>SOC 490 Work Placement</td></tr></table>		CHI 396 Work Placement		CHI 397 School Attachment and Experience		HIST 380 Work Placement		ACCT 471 Internship in Accounting		BUS 471 Capstone Project		LAW 323 Internship		PSY 461 Industrial Attachment		SW 363 Fieldwork		SOC 470 Service Learning		SOC 490 Work Placement	<table border="1" style="width: 100%;"><tr><td style="width: 20px;"></td><td>ENG 285 Work Placement</td></tr><tr><td></td><td>ENG 360 Work Placement (Education)</td></tr><tr><td></td><td>JOUR 403 Professional Internship</td></tr><tr><td></td><td>MDIT 403 Professional Internship</td></tr><tr><td></td><td>BUS 490 Internship</td></tr><tr><td></td><td>ECON 460 Internship</td></tr><tr><td></td><td>COUN 461-2 Internship</td></tr><tr><td></td><td>SW 361-2 Fieldwork</td></tr><tr><td></td><td>SW 471-2 Fieldwork</td></tr><tr><td></td><td>ADS 403 Professional Internship</td></tr></table>		ENG 285 Work Placement		ENG 360 Work Placement (Education)		JOUR 403 Professional Internship		MDIT 403 Professional Internship		BUS 490 Internship		ECON 460 Internship		COUN 461-2 Internship		SW 361-2 Fieldwork		SW 471-2 Fieldwork		ADS 403 Professional Internship
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**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?

	Yes		No
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**Name of Internship Agency \***

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**Address of Internship Agency \***

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

## Travel Allowance Application Form

### B. Actual Expenses on Travelling

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

1. The regular transportation fare incurs between the student's residence and the University each day (HK\$) \* (For HKSYU hall residents, please fill in \$0)

*For example:*

*North Point to HKSYU Bus Route 27, \$5 x2(round trip) = \$10*

2. Calculate the fares incurred between the student's residence and the hosting agency. Find out the difference between this and the fares for traveling between the student's residence and the University. Indicate the total difference for the whole internship period in the last column. \*

Period	Departure	Destination	Type(s) of Public Transportation ^	Total Fee (HK\$)	Difference for Reimbursement (HK\$)	Total No. of Working Days	Total Amount (HK\$)
<i>For example:</i>							
2 June – 2 August 2021	North Point	Yuen Long	MTR	\$14.3 x2 = \$28.6	\$28.6-\$10 (referring to the regular transportation fare calculated above) = \$18.6	22	\$18.6 x22 = \$409.2
<b>Total Requested Amount (HKD)</b>							

<sup>^</sup> Public Transportation 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**:

- I declare that the information provided is accurate to the best of my knowledge. I understand that incomplete/incorrect information would delay my application.
- I hereby authorise the Accounting Office and the Industrial Attachment Office to access my updated personal information from the Registry if necessary.
- I understand that the maximum amount of reimbursement per application is limited to HK\$500.
- I understand that no amendments can be made after the submission.
- Successful application will be notified via e-mail (normally 4 weeks after the deadline of submission).

**Prepared by**

<b>Name</b>	
<b>Date</b>	

**Approved by Industrial Attachment Coordinator<sup>1</sup>**

<b>Name</b>	
<b>Date</b>	

<sup>1</sup> This field is REQUIRED. Kindly request your Industrial Attachment Coordinator (department or fieldwork supervisor) to provide a valid signature or e-signature before submitting the application form to the IAO office.

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

**Travel Allowance Application Form**

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*(Office Use Only)*

**Endorsed by Director of Industrial Attachment**

<b>Name</b>	
<b>Date</b>	