Expenditure and Reimbursement of Funding Schemes Guidelines

A. Overview:

This document outlines the guidelines for expenditures and reimbursements related to projects funded on a scholarship or reimbursement basis, or both. Please adhere to the following procedures to ensure smooth processing and compliance.

B. Fund Usage:

1. **Awarded in Two Instalments**:

    a. Scholarships are offered in two instalments. 50% of the award amount will be offered upon confirming acceptance of the award. The other 50% will be disbursed upon the submission of the progress/final report and further approval by the panel members of the designated funding scheme.

2. **Reimbursement and Claiming Expenses**:

    a. Reimbursements are primarily applicable only for expenses directly related to the operational costs of the project and incurred within the specified project period. Claims after the project end date will not be processed.
    b. Claimable expenses should primarily cover operational costs and be approved by the panel members of the designated funding scheme.
    c. Any purchased items deemed for personal usage, including but not limited to notebook computer, mobile/smart phone, tablet, smart watch, and camera, will not be processed unless provided with justifiable reasons. Justifications and special approval of these items shall also be sought beforehand.
    d. To prevent conflicts of interest and dispel any doubts regarding expenses incurred for various purposes, such as services or the hiring of project assistants, it is essential to maintain accurate records of justifications. Avoiding the submission of inaccurate documents that could potentially be altered or falsified is crucial in ensuring transparency and accountability.

e. The funding does not cover travel expenses unless provided with justifiable reasons for the required use of transport in a project. Please also note that Uber Technologies Inc. is not recognized as a legal service. Thus, any receipts claimed from this company will not be processed.

f. The funding does not cover social gathering activities, e.g., trips/picnics/barbecue/karaoke/meals gathering for fun, etc.

g. No reimbursements can be claimed for goods/services purchased with bonus points, frequent flyer points, or cash coupons, as the University will only reimburse out-of-pocket expenses.

1. **Rance Lee Award for Creativity** – $10,000 2. **Sunny Passion Programme** – $4,000 (Bronze Award), $6,000 (Silver Award), $10,000 (Gold Award)	• 50% of the award amount will be offered upon confirming acceptance of the award. The other 50% will be disbursed upon the submission of the progress/final report • Only offered after approval from the panel members
3. **Be Entrepreneurial! Funding Scheme** – Up to $20,000	• Funding amount depends on the project budget stated in the application and progress/final report • The maximum funding is up to HK$20,000 • Only offered after approval from the panel members
4. **Dorsett Young Entrepreneur Scholarship** – Up to $80,000	• Funding amount depends on the project budget stated in the application and progress/final report • Each team will be offered HK$15,000 and will be disbursed into two instalments. • Not more than $65,000 will be offered as the operational costs on a reimbursement basis. • Only offered after approval from the panel members

C. Submission of Documents:

- **Receipts**: Original receipts must be retained in good condition and submitted in person at the Wu Yee Sun College, Dean of Students (DOS) Office counter at UG/F. If the ink on receipts fades, it is recommended to take a photo beforehand and submit both the original faded receipt and the photo.
- **Digital Receipts**: Digital receipts are accepted but require students to send an e-copy via email to Miss Carrie Zeng (carriezeng@cuhk.edu.hk) or Miss Elisha Yting (elishayting@cuhk.edu.hk) before visiting the DOS counter for a signature and completing the submission process.
- **Reports**: All reports and digital receipts should be emailed to Miss Carrie Zeng (carriezeng@cuhk.edu.hk) or Miss Elisha Yting (elishayting@cuhk.edu.hk) before the physical submission to facilitate efficient processing.

D. Reimbursement Logistics:

1	**Submission of all required documents to DOS Office**	Refer to item C
2	**DOS Office processing of documents**	7-14 working days
3	**DOS Office seeks approval of panel**	3-5 weeks
4	**DOS Office submits documents to Finance Office**	
5	**Finance Office processing of documents**	1-2 months

E. Process Completion:

- Reimbursements will be processed only upon the FULL submission of ALL required documents.
- Students must ensure project completion and submission of ALL reimbursement supporting documents, including reports and receipts, before the end of their student status. Early submission is advised to account for processing timelines.

By adhering to these guidelines, it is aimed to streamline the reimbursement process and ensure compliance with funding regulations. For more queries or clarification, please contact Miss Carrie Zeng (carriezeng@cuhk.edu.hk).

Thank you for your cooperation and adherence to these procedures.

Updated on 2 October 2025