



HONR400 Honours Project

Guideline for Reimbursement Application

Overview

All students at the Honours College are required to complete a one-year course, HONR400 Honours Project, in order to fulfill the graduation requirement. This Honours Project takes the form of an undergraduate research thesis/creative project, mentored by a faculty member in the student's field of study, which leads to the development of a scholarly product, plus a presentation of their project results at the "University Honours Project Symposium" at the end of each academic year. Resources are available through University funding and are only applicable to expenses associated with production of the Honours Project.

1. Funding Amount

- 1.1 It is foreseeable that certain costs like purchasing supplies and materials, conference support for students and other miscellaneous expenses will be incurred throughout the academic year when conducting the Honours Project, thus, a funding of totally **MOP 5,000 per Honours Project** is approved by the University.
- 1.2 Relative Honours Project expenses which happen within one academic year are claimable by the project supervisors/ students (**upper limit: MOP 5,000.00 per Honours Project**). If the claimer is the student, the invoice(s) and the reimbursement application form should be endorsed by the supervisor(s) before submitting to the HC office.
- 1.3 The approval of each reimbursement application is subject to the submission of adequateness of documents as mentioned in item 5.

2. Fundable items

2.1 Supplies and Materials

For each purchase of goods, the claimer can purchase by himself/ herself and submits the related invoices together with the "HONR400 Honours Project Reimbursement Application Form" to the HC General Office for direct settlement with the company concerned, or he/ she can pay beforehand and then request reimbursements afterwards.

2.2 Miscellaneous

A miscellaneous amount is allowed under this category to cover fax, telephone, photocopy, stationery, local public transportation for student, round trip turbojet tickets for academic/library visit to Hong Kong, etc.



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2.3 Conference support for Students

Support for students to attend conference is only allowed for projects provided that students are presenting the research results of the Honours Project in the conferences. Expenses like registration fee, transportation, accommodation are claimable items. Payment/reimbursement for the conference expenses will be based on the actual amount of submitted receipts, with the upper limitation as mentioned in item 1.1.

3. Durable Assets

All purchase of durable assets with the funding for the Honours Project, (e.g. equipment, external hard drive, books etc), regardless the value, should be recorded in the University inventory system. Project supervisors, who have made purchases on their own, should provide a list of all purchased durable assets and books to HC for the purpose of asset control. The project supervisors should return these purchases to the college after the accomplishment of the Honours Project. Thereafter, these returned items will become assets of the college.

In parallel, the project supervisor should pass all purchased books to either the Honours College or to UM International Library via the Honours College at the discretion of the project supervisors.

4. Submission of reimbursement applications

- 4.1 All reimbursement applications should be submitted to the HC General Office **on or before the 10th working day of each month** for easy processing, but restricted by point 4.2.
- 4.2 All reimbursement applications for the *current* fiscal year should be submitted according to the **cutoff date announced by the Finance Office**.
- 4.3 Funding balance of each Honours Project will be carried forward to the following fiscal year.



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5. Documents to be submitted for reimbursement

5.1 For reimbursement, claimer should submit the following documents to the HC General Office for processing:

- i. A reimbursement form with all blanks filled (available at <http://www.umac.mo/hc>)
- ii. Original receipt(s) with claimer's signature, and endorsed by the supervisor (if applicable) as mentioned in item 1.2.

5.2 For any loss of receipt, a Declaration Form for expenses without Receipts/Invoices should be submitted together with the application.(available at <http://www.umac.mo/acc/forms.html>)

5.3 The reimbursement of expenses shall comply with the related guidelines as announced by the Finance Office.