



## **HONR1000 Honours Project Guideline on Reimbursement Application**

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### **Overview**

Students who are admitted at the Honours College since academic year 2017/2018 are required to complete a 3-credit group project base course in the form of a research paper under the supervision of a faculty advisor or Residential College fellow before their graduation. 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 student group*** is approved by the University.
- 1.2 Relative Honours Project expenses which happen within course period are claimable by the project supervisors/ students (**upper limit: MOP 5,000.00 per student group**).
- 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 receipts together with the “Honours Project Reimbursement Application Form” to the HC General Office for reimbursement.

#### **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 announced deadline** 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.**



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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 Honours Project Reimbursement Application Form (available at <https://hc.um.edu.mo/honours-programme/honours-project/honr1000-honours-project/>)
  - 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.
- 5.3 The reimbursement of expenses shall comply with the related guidelines as announced by the Finance Office.