

HONR2004 Project on Social Awareness Guidelines on Reimbursement Application

Overview

Students at the Honours College (HC) are required to complete project-based course in the form of a research paper before their graduation. Resources are available through University funding and are only applicable to expenses associated with production of the projects.

1. Funding Amount

- 1.1 It is foreseeable that certain costs like purchasing supplies and materials for students and other miscellaneous expenses will be incurred throughout the semester when conducting the HC Project, funding will be available upon the approval of the University.
- 1.2 Relative Project expenses which happen within course period are claimable by the supervisors/students, based on actual expenditure. (Claimable limit per project will be announced at the beginning of the semester).
- 1.3 The approval of each reimbursement application is subject to the submission of adequateness of documents as mentioned in item 3.

2. Fundable Items

2.1 Survey Incentive

Survey incentives in the form of coupons or gift cards at the value of MOP10 (cash incentive is NOT allowed). Any expense amount beyond the limit is not reimbursable unless with exceptional approval from the Dean prior the payment was made. **Declaration of Rewards Acknowledgement and Recipient List** shall be submitted when applying for reimbursement.

2.2 Durable Assets

Durable assets such as equipment, books, etc., regardless the value, should be recorded in the University inventory system. Supervisors/students, 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 purchases shall be returned to the college after the accomplishment of the project.

2.3 Miscellaneous

A miscellaneous amount is allowed under this category to cover fax, telephone, photocopy, stationery, local public transportation for students, etc.

2.4 Others

For enquiries regarding fundable items, you may refer to the **Frequency Asked Questions (FAQs)** on the webpage of *HONR2004 Project and Social Awareness* or contact the HC General Office directly (Email: hc.enquiry@um.edu.mo; Tel: 8822 4974).

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3. Submission of Reimbursement Applications

3.1 Supervisors/students shall submit the reimbursement application with the following documents to HC General Office in accordance with the deadlines announced by the Office—for reimbursement processing:

- i. **Reimbursement Application Form**
- ii. **Original receipt and other supporting document(s) with his/her signature** together to acknowledge the spending and claim
- iii. **Declaration of Rewards Acknowledgement and Recipient List** if the expense is related to survey incentives

The document (i) and (iii) could be downloaded from *the webpage of HONR2004 Project on Social Awareness*

3.2 For any loss of receipt/only e-receipt for online transaction could be provided, a **Declaration Form for expenses without Receipts/Invoices** should be submitted together with the application. The form can be obtained from the HC General Office.

4. Roles and Responsibility of Claimant

- 4.1 To uphold the initiative on financial management and proper use of public funds, individuals who are proposing a payment/reimbursement shall ensure the appropriateness of the spending which is in compliance with relevant laws, regulations, rules, and guidelines of Macao SAR and UM. Inappropriate spending must be avoided.
- 4.2 By signing on the mentioned documents, the claimant/applicant declares that the spending has been incurred wholly, exclusively and necessarily in the performance of the duties of employment and in accordance with the applicable relevant laws, regulations, rules, and guidelines of Macao SAR and UM and it has not been previously claimed from the University or other organizations. Hence, the claimant/applicant shall be responsible for the payment/reimbursement.