



3. I will/will not\* leave Hong Kong for \_\_\_\_\_ (destination) from \_\_\_\_\_ to \_\_\_\_\_.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\* *Delete as appropriate*

**B. ENDORSEMENT FROM SUPERVISOR**

- I support the grant of leave
  - for the period stated in section 2
  - for the period from \_\_\_\_\_ to \_\_\_\_\_
- I do not support the grant of leave for the activity described.  
Remarks (if any): \_\_\_\_\_  
\_\_\_\_\_

Name of Supervisor (Primary): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**C. FOR DEPARTMENTAL OFFICE USE**

1. Amount of leave already taken since commencement of study, excluding the period now applied for:

(a) Research Study Leave:	_____ days
(b) Vacation Leave:	_____ days
(c) Sick Leave	_____ days
(d) Total Leave Period (a+b+c):	_____ days

2. Last period of leave taken: \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_

3. For student taking *vacation leave only*

Amount of vacation leave already taken in the present 12-month period (counting from first registration), excluding the period now applied for: \_\_\_\_\_ days.

August 2018

(For applying Research Study Leave)

**THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY  
FINANCE OFFICE**

**Travel Outside Hong Kong Application Form**  
**(Re: Financial Circular on “Travelling on Business”)**

**(Note: The original of this Travel Form has to be attached to the Budget Requisition for funding and payment purpose.)**

- I.** 1. Name of Applicant \_\_\_\_\_ Staff No. \_\_\_\_\_  
2. Position \_\_\_\_\_ Department/Office \_\_\_\_\_  
3. Proposed Duty Itinerary (please also attach the printout of the itinerary issued by the travel agent)

[Note : Please put in **ONLY** the DUTY period and places below. **DO NOT** include any **PERSONAL** leave period and places (Note 1)]

From (DD/MM/YY)	To (DD/MM/YY)	City / Country	Purpose of Travel (Note 2) (Please attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Applicant)*

**II. Approval of Head of Department/Office [or Supervisor (Note 4)]**

I certify that the nature of the travel is relevant to the applicant's duties.

Signature: \_\_\_\_\_ Name & Position: \_\_\_\_\_ Date: \_\_\_\_\_

\* *Delete as appropriate*

**Notes**

1. Any additional passage costs arising from student's personal stay/trip will be borne by the students himself/herself. Under normal circumstances, such costs will firstly be deducted from his/her claim for the reimbursement of the same trip expenses.
2. Brief descriptions of the planned activities for each duty date / period at each destination should be stated. Any subsequent changes to the itinerary require further endorsement by the Head of Department/Office [or supervisor (Note 4)].
3. This Travel Form should be approved by the Head of Department/Office.