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**The University of Macau**  
**Guidelines for Conference or Research-Related Travel Allowance**  
**for UM Macao PhD Scholarship Awardees**

(Approved by Rector on 18 December 2018)

The UM Macao PhD Scholarship (MPDS) provides each awardee with a conference or research related travel allowance (hereafter referred as “travel allowance”) up to MOP10,000 per academic year (August to July) for a period up to 4 years. MPDS awardees are eligible for the travel allowance starting from the second semester upon registration, and the unused travel allowance in any academic year cannot be carried forward to the next academic year.

The following documents or information are needed when an application is made:

- Meeting information
- Registration information
- Acceptance letter (optional)
- Abstract
- Proposed budget

Procedures and Guidelines:

1. MPDS awardees should send applications for travel allowance to the academic unit concerned for budget approval at least one month before the conference registration. Purchase and/or payment arrangements related to the budget must not be made until the budget has been approved by the academic unit concerned.
2. The travel allowance for conference covers transportation fee, registration fee, and accommodation.
3. Transportation fee includes economy-class tickets of intercity bus/train, ferry or flight. The travel allowance is restricted to common economy class only, and other types of economy classes, such as premium economy class, are not allowed. In the case that the conference or research takes place outside Macao and long distance travelling is required, one day of accommodation and travelling time can be granted for each of the outgoing and returning trips. For conference or research taking place outside Asia, one more day of accommodation and travelling time may be granted for either the outgoing or the returning trip. These days of travelling will include weekends and public holidays.



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4. Within one week after returning from the trip, MPDS awardees must submit a written report endorsed by the supervisor together with all receipts and all other related documents to the academic unit concerned for reimbursement arrangement. If the activity takes place at the end of December, the documents must be submitted by the last working day of the month.
5. MPDS awardees are entitled to travel allowance only if they are maintaining an active student status at the University of Macau when the conference takes place.
6. The travel allowance will only be reimbursed to MPDS awardees after participating in the activity and upon receiving all required documents for reimbursement.
7. All exceptional cases are subject to the approval by the responsible Vice Rector.