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

(Approved by the Rector on 17 December 2020)

1. General Guidelines

- 1.1. The UM Macao PhD Scholarship (MPDS) provides each eligible awardee with a conference or research-related travel allowance of MOP10,000 per calendar year (January to December) on a reimbursement basis during the support period.
- 1.2. Applications for the travel allowance are accepted starting from the second semester upon registration.
- 1.3. The travel allowance covers a maximum of two trips per calendar year.
- 1.4. The unused travel allowance in a calendar year cannot be carried forward to the next calendar year.
- 1.5. Trips taken by eligible awardees must be finished before the end of a calendar year and their support periods.

2. Applications

- 2.1. Each application for travel allowance consists of two steps:
 - 2.1.1. Trip application: to obtain approval for the trip and budget from Deans/Directors of academic units concerned, which should be completed before the trip and expenses.
 - 2.1.2. Reimbursement application: to obtain reimbursement for the expenses paid for the trip, which should be completed after the trip.

3. Trip Application

- 3.1. At least 30 days before conference registration or the start of research trip, applicants should submit trip applications to their respective academic units (faculty/institution). Late submissions will not be processed.
- 3.2. No expenses should be paid before approval.
- 3.3. Applicants must be invited or accepted to present at conferences (conference trips) or to conduct research at destination universities or institutions (research trips).
- 3.4. Expenses covered by the travel allowance:
 - 3.4.1. Conference registration fee (if applicable)
 - 3.4.2. Accommodation



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- 3.4.3. Intercity transportation (limited to standard economy class flights, trains, buses, or ferries. Other types of economy class, e.g. premium economy, are not covered)
- 3.4.4. Local transportation at destination

- 3.5. Trip period:
 - 3.5.1. Trip period should not exceed the duration of conference or research work.
 - 3.5.2. For destinations outside the Hong Kong Special Administrative Region and Guangdong Province, the trip period can be extended for two days: one for the outgoing trip and one for the return trip.
 - 3.5.3. For destinations outside Asia, the trip period can be extended for another additional day, either for the outgoing trip or the return trip.
 - 3.5.4. Special cases should be backed up with justifications.
 - 3.5.5. Trip period includes weekends and public holidays in Macau.

- 3.6. Documents required for conference trip application:
 - 3.6.1. Conference and registration information
 - 3.6.2. Invitation or acceptance letter from the conference organizer
 - 3.6.3. Abstract
 - 3.6.4. Proposed budget
 - 3.6.5. Written consultation (quotations) for accommodation and transportation

- 3.7. Documents required for research trip application:
 - 3.7.1. Invitation or acceptance letter from the destination university or institution
 - 3.7.2. Brief description of the trip, including:
 - 3.7.2.1. Research topic
 - 3.7.2.2. Purpose of the trip
 - 3.7.2.3. Expected outcome(s)
 - 3.7.2.4. Daily schedule
 - 3.7.2.5. Justification(s) for conducting the research work outside Macau
 - 3.7.3. Proposed budget
 - 3.7.4. Written consultation (quotations) for accommodation and transportation



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4. Reimbursement Application

- 4.1. Within one week after the end of the trip, applicants should submit reimbursement applications to their respective academic units (faculty/institution). Late submissions will not be processed.
- 4.2. For trips in December, reimbursement applications must be submitted within three days after the end of the trips or by the last working day of the month, whichever comes earlier.
- 4.3. Only one application per trip is accepted.
- 4.4. Documents required for reimbursement application:
 - 4.4.1. All original receipts of accommodation, transportation, and conference registration (if applicable)
 - 4.4.2. Trip report (with signature by supervisor)

5. Remarks

- 5.1. Budget should reflect actual need for the trip.
- 5.2. Any special cases not covered in the current Guidelines are subject to approval from the Vice Rector (Academic Affairs).