

The University of Macau

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

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Associate responsible units: RTO, FO

Keywords: conference, funding, reimbursement, research, scholarship, trip

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 the payment deadline of conference registration fees or the payment for intercity transport (whichever is earlier), 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:

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- 3.4.1. Conference registration fee (if applicable)
 - 3.4.2. Accommodation
 - 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

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3.7.3. Proposed budget

3.7.4. Written consultation (quotations) for accommodation and transportation

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 (Research).