

# Guideline for Wuxi Exchange Fund

The purpose of this guideline is to establish a framework for the proper utilization of the Wuxi Exchange Fund allocated to support students, faculty members and staff traveling from Hong Kong to Wuxi for collaboration projects or visits. The fund aims to facilitate meaningful exploration and foster productive collaboration with Wuxi.

## 1. Eligibility Criteria:

- Full-time students, staff, faculty members, and alumni affiliated with HKUST are eligible to apply for the fund.
- The purpose of travel must be directly related to collaboration projects or participation in HKUST delegation visits to Wuxi.
- Applicants must provide a detailed project/visit proposal outlining the objectives, expected outcomes, and the relevance of the travel to Wuxi.

## 2. Pre-Approval Process:

- Applicants must submit a formal [application](#) to Director of Entrepreneurship Center (DEC), providing all necessary details, including the purpose of travel, itinerary, expected outcome, estimated budget, and duration of the trip.
- Applicants must obtain the written approval of their department head before submitting the application to the DEC. Where the Head of Department is taking the trip himself/herself, the approval must be obtained from his/her superior.
- Applications should be submitted well in advance of the intended travel dates to allow for proper review and approval.

## 3. Budget Limits:

- The exchange fund covers specific expenses related to the Wuxi trip, such as transportation and accommodation. All expenses are on reimbursement basis.
- Applicants must provide a reasonable and itemized budget breakdown, justifying the estimated costs for each expense category.
- Applicants are recommended to make travel arrangements (air ticket, hotel, train) through university-appointed travel agents.

### Full-time Students

- Flight: round trip ticket, economy class departure from Hong Kong to Wuxi/Shanghai with justifiable itinerary. Direct flight from Hong Kong to Wuxi is preferred.
- Travel-related expenses: transportation to/from airport, justifiable local transportation (taxi/standard class train ticket)
- Accommodation: justifiable hotel (2-4 stars) standard room in Wuxi with the proof of check-in and check-out dates
- Personal expenses, sightseeing, or unrelated activities during the trip will not be funded.
- Maximum claim: \$8,000 per trip

### Faculty and Staff

- Flight: round trip ticket, economy class departure from Hong Kong to Wuxi/Shanghai with justifiable itinerary. Direct flight from Hong Kong to Wuxi is preferred.

- Travel-related expenses: transportation to/from airport, justifiable local transportation (taxi/standard class train ticket)
- Accommodation: justifiable hotel (2-4 stars) standard room in Wuxi with the proof of check-in and check-out dates
- Faculty and staff members are allowed to claim for subsistence allowance (details refer to Financial Circular No: FO-008).
- Personal expenses, sightseeing, or unrelated activities during the trip will not be funded.

#### Delegation visits/Exploration Trips

- All group expenses including flight, accommodation, local transportation, meals are covered.
- Alumni can join delegation visits to Wuxi to explore collaboration and business opportunities.
- Personal expenses, sightseeing, or unrelated activities during the trip will not be funded.

#### 4. **Approval Process:**

- The DEC will review each application based on the eligibility criteria, project/visit proposal, and budget justification.
- Approval will be granted based on the relevance to Wuxi collaboration.
- Applicants will be notified of the decision within a reasonable timeframe.
- The DEC has the authority to make the final decision regarding the trip approval and reimbursement amount.

#### 5. **Expense Reimbursement:**

- Approved applicants must keep all relevant receipts and documentation for expenses incurred during the trip.
- Reimbursement requests should be submitted promptly upon return, accompanied by the necessary supporting documents.
- Reimbursement will only be provided for eligible expenses as specified in the approved budget.

#### 6. **Post-trip Reporting:**

- Upon completion of the travel, approved applicants must submit a detailed report highlighting the outcomes and achievements of the trip, with photos as supporting documentation.

#### 7. **Monitoring and Auditing:**

- The subsidy fund will be subject to periodic monitoring and auditing to ensure compliance with the guidelines.
- Random checks may be conducted to verify the proper utilization of the fund.

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