



港大-复旦 IMBA 项目共同研究基金 财务报销规定 (2017 版)

共同研究基金主要用途

- 1、购买教学科研资料；
- 2、参加国际、国内学术会议；
- 3、学生的助教助研酬金；
- 4、论文审稿和发表；
- 5、同行交流接待；
- 6、其他合理的教学科研活动。

共同研究基金报销细则

1. 本研究基金每个项目申请的费用不得超过十万元人民币，使用期限最长不超过三年；
2. 发票和报销明细表请提交至项目办公室张蓓雯处(办公地址 :史带楼 702 室；
办公电话：25011330；Email：bwzhang@fudan.edu.cn)；
3. 本研究基金的使用须严格遵循申请表上的预算类别和预算金额；
4. 本研究基金的使用须严格遵守两个学校的财务报销规定，明细如下：

本研究基金财务报销规定

- 1) 本研究基金不得用于购买电子类产品 (例如手机、IPod、MP3、数码相机和 PDA 等)；





- 2) 本研究基金不得用于购买标准设备 (例如台式电脑、服务器、手提电脑、打印机、扫描仪和软件版权等)。

复旦财务报销规定

- 1) 学生的助教助研酬金，不得超过此项目复旦方总额的 30%；
- 2) 本地餐饮和交通的费用，不得超过此项目复旦方总额的 20%；每张发票背面须写明事由并签字(停车费、过路费、加油票、门票、药品等发票不可报销)；
- 3) 专业会员费、期刊注册费、论文润色费等学术类发票需系主任签字；
- 4) 招待费用的发票请写明招待对象；
- 5) 单张发票 ≥ 1000 元，请附签购单；
- 6) 机票如需自行预定，需常务副院长周健老师签字同意，住宿标准按照学校标准执行；
- 7) 外地发票请附系主任签字的出差报告表；
- 8) 境外发票请附外事处的批文，只限报销机票、住宿费和城市之间的交通费，每张发票都需外事处签字。

本规定拟从 2017 年 6 月起执行。

港大-复旦 IMBA 项目

2017 年 5 月





**THE UNIVERSITY OF HONG KONG - FUDAN UNIVERSITY
IMBA JOINT RESEARCH FUND (JRF)**

REIMBURSEMENT GUIDELINES-HKU

Part I. Funding (*extract from JRF Guideline Clause 7, document BE60/210*)

1. Successful applicants will receive from the administering Committee an award letter detailing the duration of the project, the sum awarded, any approval for specific expenditure items, any special conditions which may apply, and comments on their proposals in due course. In accepting the grants, the PIs undertake to disseminate the project outputs at a seminar held for the faculty members of the IMBA programme.
2. Successful PIs, after consulting their counterparts in the other institution, should within one month of the issue of the award letter confirm acceptance of the funding and provide a revised budget for the project, if applicable- that is, a budget based on the expenditure proposals in the original application, but tailored to fit the sum awarded. Revised division of fund between the two Universities should also be submitted.
3. If PIs wish to change the approved expenditure pattern, they must seek prior approval by the administering Committee through the programme offices of their respective Universities within 6 months (for 1-year project) or 1 year (for 2-year project) from the project start date.
4. PIs must follow the prescribed ordering, tendering and appointment procedures for all items of expenditure as specified by their respective Universities.
5. Equipment and other items purchased with the funding remains the property of the two Universities. The two Universities reserve the right to re-deploy the equipment on completion of the project.
6. The administering Committee will not normally allow extensions beyond the project completion date specified in the award letter. Request for extension should be made at least one month before the project completion date. Expenses beyond the project completion date will not be reimbursed.
7. The funding is PI-based and no takeover or transfer will be permitted. Where a PI leaves his/her serving institution before completion of the project, the project will be terminated and no reimbursement will be made.

Part II. Reimbursement

1. Claimable expenses are subject to the respective reimbursement rules and financial procedures at HKU. (*JRF Guideline Clause 6.4*)
2. There are two types of reimbursement form. For JRF research related activities conducted within Hong Kong, *Payment/Reimbursement (except overseas Travelling Expenses) Form* should be used. For research related activities conducted outside of Hong Kong, *Overseas*





Travelling Expenses Claim Form (except CRCG Conference Grants) should be used. Both forms are available for download from Finance and Enterprises Office Web Page under Finance in HKU Portal. (See Annex XI & IX)

3. In completing the reimbursement form, PIs should note that certain budget items may be supported only if specific justifications are provided. These items include, but are not limited to, salary for research support staff, equipment purchases, and overseas filed trip for the purpose of date. Entertainment, professional membership fees, journal subscription fees and remuneration for PIs or Co-Is will not be funded. (*JRF Guideline Clause 6.5*)
4. **Original** documentary proof of spending, such as receipt, boarding pass should be submitted along with the completed reimbursement form. For online transaction that does not generate receipt, a bank statement showing the transaction should be submitted as supporting document. You are advised to make a copy of the reimbursement form and supporting documents for record before sending it to the School Office.
5. Claimants should submit the reimbursement form along with supporting documents to respective school Office. Submitted documents are not returnable. Claimants should retain copies for their own reference.
6. Reimbursement will be made by direct credit to the claimant's nominated bank account.
7. For any further enquiries, please contact your school office.

Updated on February 10th 2012

