

Application : 0000014738 Status : New Last update date : 23-Mar-2017 16:45:54

Name of Staff	Dr. ZHOU Xiang	Post Title	Assistant Professor
Department	MA		

Event Details

Event Title*	Workshop to Zhejiang University
Event Nature*	Others : Joint workshop with Zhejiang University
Level of Degree* (for Academic/Professional Qualification Attainment Programme and Training)	
Completion Requirement* (for Academic/Professional Qualification Attainment Programme and Training)	
Host Institution*	Zhejiang University, China
Venue*	Country/Region: China City: Hangzhou
Event Period*	08/04/2017 (Full day) to 09/04/2017 (Full day)
Role of Participation* (for Conference/Seminar/Symposium)	
Title of Paper (for Conference/Seminar/Symposium)	
External Financial Assistance obtained	Amount: Source:
Remarks (Note 1)	no duties. local hotel is supported by Zhejiang University. Cost of the round trip airfare from Hong Kong to Hangzhou and transportation in Hong Kong (between CityU and the HK airport) will be covered by LBJ A/C 9360109. Please see attached approval from the Director of LBJ.

Upload Document

Filename	Upload Date
ZHOU XIANG DR 07APR HKG.pdf	22-Mar-2017 16:06:28
Screen Shot 2017-03-22 at 4.17.37 pm.png	22-Mar-2017 16:18:18

Leave Application (Note 2)

(Special/Conference Leave not to be used for Academic/Professional Qualification Attainment Programme except for Instructor grade staff.)

	Leave Type	Leave Period	No. of days
Applicant	Annual/Vacation	07/04/2017 (p.m.) to 09/04/2017 (p.m.)	
Department			
HRO			

Financial Sponsorship (Note 3)

(For Academic/Professional Qualification Attainment Programme, Heads may grant financial sponsorship up to 50% of the programme fees based on the charges by the CityU for equivalent UGC-funded programmes; passage will not be provided.)

	Currency	Programme Fee	Exchange rate	Programme Fee (HK\$)	Passage Cost	Itinerary	Itinerary Period
Applicant					2,500.00	CX5636 07	24/03/2017 (p.m.) to

						APR 16:00 18:15 CX5621 09 APR 15:35 17:55	27/03/2017 (a.m.)
Department							
HRO							

Subsistence Allowance (Note 4)

	Country/Region	City	Period	No. of Nights	Rate	Currency	Exchange Rate	Allowance Ratio	Amount (HK\$)
Applicant	China	Hangzhou	07/04/2017 to 09/04/2017	2	Training Rate 1,303.00 Duty and Training Rates	CNY	1.120000 Exchange Rate	50%	1,459.36
Department									
HRO									

Total Sponsorship (Note 5)

	Request Financial Support*	Amount (HK\$)	Source of Funding			
			Departmental Staff Development Vote	Non-UGC Reserve	PI's own Research Fund	Other Account
Applicant	Y	Requested 3,959.36 HK\$	Department: MA	Department: MA	Amount: HK\$ 1,459.36 Project Number: 9042092	Amount: HK\$ 2,500.00 Account Number: 9360109 Funding Name: LBJ Centre
Department						
HRO						

Approving Authority Details (Note 6)

CERTIFIED BY PI
9360109

Approved by:
CERTIFIED BY PI
9360109

Supervisor			
Departmental Administrator	makitty	Ms. CHAN Kit Lai Kitty	Clerical Officer I
Head of Department / Approver 1**	matyang	Prof. YANG Tong	Head (MA)
Line Manager / Approver 2**			

Roderick Wong
Prof. Roderick Wong
Director, LBJ
Date: 24 MAR 2017

* Mandatory Fields

** Required to enter at least one Approving Authority