

Arts Technology Lab
Seed Funding Scheme for Students

Checklist of Supporting Documents Needed for Reimbursements

1. Please submit the claims with supporting documents within 30 days of the completion of each stage's expenditures and **before August 31, 2027**
2. Please translate the supporting documents into English if the originals are not in English.
3. All reimbursements can only be processed after the completion of trip/ purchase/ item/ task

	Expense Items	Supporting documents
1	Pre-approval of business travel	1. Official invitation letter (if conducting any research activities with other universities or organizations)
		2. Proof of approved Study Leave: signed by your supervisor and Department Head prior to the trip. (applicable for all business/ research trips) (Important Note: All travel reimbursements must fall strictly within this approved study leave period.)
2	Airfare (cheapest economy class and direct flight)	1. Flight itinerary [email confirmation of e-ticket]
		2. Boarding pass
		3. Bank transaction
		4. If NOT direct flight during the specified business travel period, two quotations from two different travel agencies and justification are required for comparison purposes. In these two quotations, the origin should be HK; travel dates should be the same as your proposed research period
3	Accommodation (room costs only)	1. Hotel booking email, bill and receipt (showing the location of hotel, check-in and check-out dates, the room rate per night)
		2. Bank transaction for hotel fee and payment receipt
		3. Flight itinerary (for FEO's reference only)
		4. Meals (including breakfast), laundry and long distance phone calls and other accommodation services are excluded
4	Domestic transportation fee	1. Receipt and ticket in English (please indicate the currency as well)
		2. Bank transaction (if applicable)
		3. Document stating that the date of travel, from where to where, purpose of transport, means of transport, amount and currency of fare
5	Purchase of research materials/ equipment	1. Receipt/ Invoice showing equipment brand, model, serial number, warranty number etc.
		2. Order and payment confirmation email
		3. Bank transaction
		4. Document stating the purpose of the purchase
6	Subscription of AI, software or digital asset	1. Receipt/ Invoice showing the period of subscription Note: Funding will only cover the portion of the subscription that falls within the active project period
		2. Order and payment confirmation email
		3. Bank transaction
		4. Document stating the purpose of the purchase
7	Subject fee for survey respondent	1. Consent form signed by respondent
		2. Acknowledgement receipt signed by both parties
8	General Expense (such as requesting technical support service eg, coding, outsourcing, translation services, etc)	1. Invoice/ Agreement showing a detailed breakdown of the service, including the service date/ period, project/ work description, deliverables, charges (with currency indicated), the service provider's name, address, and contact information, as well as the payment method and payment terms.
		2. Payment Record/ Bank transaction to the service provider