

THE HONG KONG POLYTECHNIC UNIVERSITY  
DEPARTMENT OF APPLIED SOCIAL SCIENCES

**FIELDWORK TRAVELLING APPLICATION FORM (HOME TO OFFICE)**

- (1) A Polytechnic University – Agency claim by the student must first be established with the Head of Department through the fieldwork supervisor **within ten days from the beginning of the placement**. If this form is failed to be submitted for approval within the aforesaid period, **Department reserves the right for not to process the claims**.
- (2) In establishing such a claim, the supervisor should explain specifically the student's eligibility by completing the following form (Examples see Guidelines Governing Fieldwork Travelling Expenses Claims).
- (3) The information you provide in this form and subsequently in the event of this form being either processed or given further effect will be used for the purposes of estimation and preparation of claims/subsidies/allowances. The completion of all the fields of the form is obligatory. Failure to complete one or more of the fields may cause delay in payment. The information you provide in this form may be disclosed to other departments or units within the University for one or more of the purposes specified above or a purpose that is directly related to any such purposes or purposes. You have the right to request a copy of your personal data held by the University and to request the correction of any inaccuracy in the copy of personal data that is provided to you in accordance with the Personal Data (Privacy) Ordinance and subject to the data privacy policy and administrative requirements of the University. Any such enquiry should be much to Department Personal Data Officer, Department of Applied Social Sciences, The Hong Kong Polytechnic University, Hung Hom, Kowloon.

**Student Name** : \_\_\_\_\_

**Student Address** : \_\_\_\_\_

**Tel. No.** : \_\_\_\_\_

**Bank information** : *Please maintain your bank information via the webpage of Finance Office at [http://www.polyu.edu.hk/fo/FO\\_Web/index.php?page=5](http://www.polyu.edu.hk/fo/FO_Web/index.php?page=5), or else your claims cannot be proceed.*

**Programme/Mode/Year** : \_\_\_\_\_

**Agency / Unit & Address** : \_\_\_\_\_

**Placement Period** : \_\_\_\_\_

|                         | <b>Breakdown of Home to Agency Trip (I)</b> | <b>Breakdown of Home to PolyU Trip (II)</b> | <b>Amount to be reimbursed for each fieldwork day</b>                                   |
|-------------------------|---|---|---|
| Step 1: ( )             | \$  | \$  | (I) - (II) (actual cost of return home to Polytechnic University), whichever is greater |
| Step 2: ( )             | \$  | \$  |   |
| Step 3: ( )             | \$  | \$  |   |
| Total for a single trip | \$  | \$  |   |
| Total for a round trip  | \$  | \$  |   |

**Signature of Student** \_\_\_\_\_

**Name of Supervisor** \_\_\_\_\_

**Signature of Supervisor** \_\_\_\_\_

\_\_\_\_\_

**Date**

**Approved by Head of Department (APSS) / Delegate** \_\_\_\_\_

\_\_\_\_\_

**Date**

**For Example**

e.g. Student Name : Miss HO Mei-Ying  
Student Address : 208, Queen's Road, Central  
Attachment Agency & Address : Tuen Mun, Caritas

**I. Breakdown of home to agency trip**

Step 1 : Central to Tsuen Wan (MTR) \$ 12.00  
Step 2 : Tsuen Wan to Tuen Mun (Bus) \$ 4.50  
**Total for a single trip** \$ 16.50 Return : \$33.00

**II. Breakdown of home to Polytechnic University trip**

Step 1 : Central to Polytechnic University (Bus) \$8.90  
Step 2 :  
Step 3 :  
**Total for a single trip** \$ 8.90 Return : \$17.80

*Amount to be reimbursed for  
each attachment day* **\$33.00 - \$17.80**  
**= \$15.20**